Operating Manual

# The Guide to Data Standards

## Part A: Human Resources

(Through Update 11, February 28th, 2013)

# TABLE OF CONTENTS

OVERVIEW 2
General 2
Authority 2
Objectives 2
Responsibilities 3
Development, Implementation, and Maintenance 3
Data Element Presentation 4
HUMAN RESOURCES DATA STANDARDS 6
APPENDIX 524

# OVERVIEW

## General

Personnel data standards revisions occur throughout the year to reflect changes in human resource programs. We issue these revisions as changes in the Unincorporated Changes section of this manual's Appendix. Readers should always check the Unincorporated Changes section of the Appendix for any revisions that have occurred since the last Update.

We issue complete revisions of this manual as Updates. When we issue an Update, we incorporate all the changes effective as of the date of the Update. This date is shown at the bottom of each page. We list all the revisions in the Incorporated Changes section in this manual's Appendix. Thus, any change in the body of the manual from one Update to the next is listed in the Incorporated Changes section.

## Authority

The Office of Personnel Management's authority to prescribe Federal civilian human resources data standards is based on:

- Title 5, Section 2951 of the U.S. Code (5 U.S.C. 2951).
- Title 5, Part 9.2 of the Code of Federal Regulations (5 CFR 9.2).

## Objectives

The objectives of the data standards program are to facilitate use of Federal civilian human resources data and to avoid unnecessary duplication and incompatibility in the collection, processing, and dissemination of such data.

# OVERVIEW

## Responsibilities

1. Office of Personnel Management responsibilities. The Office of Personnel Management is responsible for managing the Federal civilian personnel data standards program and for overseeing the development, implementation, and maintenance of Federal civilian personnel data standards.

2. Agency responsibilities. The agencies are responsible for assisting the Office of Personnel Management in the development, implementation, and maintenance of Federal civilian personnel data standards and for using the data standards, as appropriate, on official personnel documents and Enterprise Human Resources Integration (EHRI) submissions.

## Development, Implementation, and Maintenance

1. Development. Data element standards are developed to satisfy information needs. Such development may be initiated by the Office of Personnel Management or requested by an agency by writing to: Manager, Records Management, Office of the Chief Information Officer (OCIO), Office of Personnel Management, 1900 E Street NW, Washington, DC 20415-6000. A requirements analysis is performed to determine how best to satisfy the information needs, whether the information benefits justify the data collection and processing costs, and whether new or revised data element standards are required.

   Draft standards are developed in cooperation with the primary user of the information. The draft standards are then concurrently reviewed by the Office of Personnel Management program offices. Any modifications to the draft standards are coordinated with the primary user to ensure that the modified draft standards satisfy user information needs.

2. Implementation. Implementation of data element standards to satisfy Office of Personnel Management reporting requirements is done in consultation with the agencies to minimize implementation costs.

3. Maintenance. To assure proper maintenance, each data element standard specifies the organization that is responsible for authorizing revisions to the data element and ensuring that the data element is kept current.

# OVERVIEW

The Office of the Chief Information Officer (OCIO) coordinates maintenance activities on behalf of the responsible organizations. To request information about a data element standard or to notify the OCIO of changes needed to keep a code set current (such as AGENCY/SUBELEMENT), contact the OCIO at (202) 606-1598 or email address maurice.wright@opm.gov.

## Data Element Presentation

(1) **Name:** The data element name.

(2) **Definition:** The data element definition.

(3) **Responsible Organization:** The organization responsible for authorizing revisions to the data element and ensuring that the data element is kept current.

(4) **Applicability:** Shows whether the data element is mandatory on any Enterprise Human Resources Integration (EHRI) data feed as well as Standard Forms 52 (Request for Personnel Action), 50 (Notification of Personnel Action) or 182 (Authorization, Agreement and Certification of Training). Data elements that have a data standard but are not required in EHRI or any of these standard forms may appear and will be identified as voluntary.

# OVERVIEW

(5) **Format:** Shows the format of the data element representation. The format types and there meaning are shown below. See Table 1.

**Table 1: Data Element Representation (Format and Meaning)**

| Format | Meaning |
|---|---|
| TEXT_F(n) | Text field with **fixed** length of n characters. This format can consist of letters only, a combination of letters and numbers, and/or any special character EXCEPT the vertical line (pipe character "\|"). A list of the valid codes along with their name/explanation is found at the end of the data standard. |
| TEXT_V(n) | Text field with **variable** length up to n characters. This format can consist of letters only, a combination of letters and numbers, and/or any special character EXCEPT the vertical line (pipe character "\|"). A list of the valid codes along with their name/explanation is found at the end of the data standard. |
| NUMBER_F(n) | Numeric field with **fixed** length of n digits with no decimal. |
| NUMBER_V(n) | Numeric field with **variable** length up to n digits with no decimal. |
| DECIMAL(n,m) | Numeric field with variable length up to n digits with up to m digits to the right of the decimal. |
| DATE | A date consisting of a 4 character year, followed a 2 character numeric month (01-12), and a 2 character numeric day (01-31), separated by dashes (e.g. 2004-12-31). |

(6) **Notes:** Documents important information regarding the use, reporting and/or implementation of the data element.

(7) **Code and Name/Explanation:** Shows codes and their name/explanation, where applicable.

# HUMAN RESOURCES DATA STANDARDS

ADJUSTED BASIC PAY 10
AGENCY/SUBELEMENT 11
ANNUITANT INDICATOR 51
APPOINTMENT NOT TO EXCEED NTE DATE 55
AS OF DATE 56
AWARD DOLLARS 57
AWARD HOURS 58
AWARD PERCENT 59
BARGAINING UNIT 60
BASIC PAY 63
BENEFITS CONTINUATION EMPLOYEES GROUP LIFE INSURANCE FEGLI ELECTION DATE 64
BENEFITS CONTINUATION EMPLOYEES GROUP LIFE INSURANCE FEGLI ELECTION NOTIFICATION DATE 65
BENEFITS CONTINUATION FEDERAL EMPLOYEE HEALTH BENEFITS FEHB ELECTION DATE 66
BENEFITS CONTINUATION FEDERAL EMPLOYEE HEALTH BENEFITS FEHB ELECTION NOTIFICATION DATE 67
BENEFITS CONTINUATION FEDERAL EMPLOYEE HEALTH BENEFITS FEHB INDICATOR 68
BENEFITS CONTINUATION FEDERAL EMPLOYEES GROUP LIFE INSURANCE FEGLI INDICATOR 69
BENEFITS CONTINUATION RETIREMENT ELECTION DATE 70
BENEFITS CONTINUATION RETIREMENT ELECTION NOTIFICATION DATE 71
BENEFITS CONTINUATION RETIREMENT INDICATOR 72
BENEFITS CONTINUATION TERMINATION INSUFFICIENT PAY ELECTION DATE 73
BENEFITS CONTINUATION TERMINATION INSUFFICIENT PAY NOTIFICATION DATE 74
BENEFITS CONTINUATION TERMINATION INSUFFICIENT PAY PAYMENT TYPE CODE 75
CALENDAR DATE 76
CITIZENSHIP COUNTRY CODE 77
COMBINED STATISTICAL AREA 85
COMPUTER POSITION 86
CORE BASED STATISTICAL AREA 87
COURT ORDERS FOR FEGLI PURPOSES INDICATOR 88
CREDITABLE MILITARY SERVICE 89
CURRENT APPOINTMENT AUTHORITY (1) 90
CURRENT APPOINTMENT AUTHORITY (2) 105

CYBERSECURITY CATEGORY/SPECIALITY AREA 106
DESIGNATION OF FEGLI BENEFICIARIES INDICATOR 114
DISABILITY 115
DISABILITY (OLD HANDICAP) 120
DUTY STATION 127
EDUCATION LEVEL 129
EFFECTIVE DATE OF PERSONNEL ACTION 133
EFFECTIVE DATE OF PERSONNEL ACTION BEING CORRECTED 134
EHRI EMPLOYEE ID 135
ELIGIBILITY TO PARTICIPATE IN TELEWORK INDICATOR 136
EMPLOYEE NAME 138
EMPLOYEE WORK EMAIL 139
ETHNICITY AND RACE IDENTIFICATION 140
FEDERAL EMPLOYEES' GROUP LIFE INSURANCE 142
FEDERAL EMPLOYEES' GROUP LIFE INSURANCE FEGLI ELECTION EFFECTIVE DATE 149
FEDERAL EMPLOYEES' GROUP LIFE INSURANCE FEGLI LIFE CHANGE CODE 150
FEDERAL EMPLOYEES' GROUP LIFE INSURANCE FEGLI LIFE EVENT DATE 151
FEDERAL EMPLOYEES HEALTH BENEFITS (FEHB) EFFECTIVE DATE 152
FEDERAL EMPLOYEES HEALTH BENEFITS (FEHB) EVENT CODE 153
FEDERAL EMPLOYEES HEALTH BENEFITS (FEHB) PLAN 154
SPECIAL CODES 155
FEDERAL EMPLOYEES HEALTH BENEFITS FEHB ELECTION EFFECTIVE DATE 155
FEGLI ASSIGNMENT INDICATOR 157
FEGLI POST-ELECTION BASIC INSURANCE AMOUNT 158
FERS COVERAGE 159
FLSA CATEGORY 160
FROZEN SERVICE 161
FUNCTIONAL CLASSIFICATION 162
GRADE, LEVEL, CLASS, RANK, OR PAY BAND 171
HYPOTHETICAL FULL-TIME REGULAR TOUR OF DUTY FOR PART-TIME EMPLOYEES 174
INSTRUCTIONAL PROGRAM 175
LANGUAGE IDENTIFICATION 239
LEGAL AUTHORITY (1) 256
LEGAL AUTHORITY (2) 282
LISTENING PROFICIENCY 283
LOCALITY ADJUSTMENT 288
LOCALITY PAY AREA 289
NAME FAMILY 294
NAME GIVEN 295
NAME MIDDLE 296

NAME SUFFIX 297
NATURE OF ACTION (1) 298
NATURE OF ACTION (2) 307
NATURE OF ACTION BEING CORRECTED 308
OCCUPATION 309
OCCUPATIONAL CATEGORY 345
ORGANIZATIONAL COMPONENT 349
ORGANIZATIONAL TITLE 350
OTHER PAY 351
PART-TIME HOURS PER BIWEEKLY PAY PERIOD 352
PAY BASIS 353
PAY PLAN 354
PAY RATE DETERMINANT 387
PAY STATUS/USERRA STATUS 393
PERSONNEL OFFICE IDENTIFIER 395
POSITION OCCUPIED 396
POSITION ORGANIZATION 397
POSITION SENSITIVITY 398
POSITION TITLE DESCRIPTION 401
PRIOR ADJUSTED BASIC PAY 403
PRIOR BASIC PAY 404
PRIOR DUTY STATION 405
PRIOR GRADE, LEVEL, CLASS, RANK, OR PAY BAND 406
PRIOR LOCALITY ADJUSTMENT 407
PRIOR LOCALITY PAY AREA 408
PRIOR OCCUPATION 409
PRIOR PAY BASIS 410
PRIOR PAY PLAN 411
PRIOR PAY RATE DETERMINANT 412
PRIOR POSITION NUMBER 413
PRIOR POSITION ORGANIZATION 414
PRIOR POSITION TITLE 415
PRIOR SPECIAL BASIC PAY SUPPLEMENT 416
PRIOR STANDARD BASIC PAY SUPPLEMENT 417
PRIOR STEP OR RATE 418
PRIOR TOTAL SALARY RATE 419
PRIOR WORK SCHEDULE 420
RACE OR NATIONAL ORIGIN 421
RATING OF RECORD (LEVEL) 424
RATING OF RECORD (PATTERN) 426
RATING OF RECORD (PERIOD) 428
RATING OF RECORD PERIOD END DATE 429

RATING OF RECORD PERIOD START DATE 430
READING PROFICIENCY 431
RECORD ACTION 438
REMARKS 439
RETAINED GRADE 468
RETAINED PAY PLAN 469
RETAINED STEP 470
RETIREMENT PREVIOUS COVERAGE INDICATOR 471
RETIREMENT PLAN 472
SECURITY CLEARANCE LEVEL 477
SERVICE COMPUTATION DATE (LEAVE) 478
SERVICE COMPUTATION DATE (REDUCTION IN FORCE) 479
SERVICE COMPUTATION DATE (RETIREMENT) 480
SERVICE OBLIGATION END DATE 481
SERVICE OBLIGATION TYPE CODE 482
SES SERVICE COMPUTATION DATE 483
SEX 484
SOCIAL SECURITY NUMBER 485
SOCIAL SECURITY NUMBER BEING CORRECTED 486
SPEAKING PROFICIENCY 487
SPECIAL BASIC PAY SUPPLEMENT 496
SPECIAL PAY TABLE IDENTIFIER 497
SPECIAL POPULATION CODE 498
STANDARD BASIC PAY SUPPLEMENT 500
STEP OR RATE 501
SUPERVISORY DIFFERENTIAL 503
SUPERVISORY STATUS 504
TENURE 506
TOTAL SALARY 508
TOTAL SALARY RATE 509
TYPE OF APPOINTMENT 510
U.S. CITIZENSHIP 511
VETERANS PREFERENCE 512
VETERANS PREFERENCE FOR RIF INDICATOR 513
VETERANS STATUS (ACTIVE MILITARY SERVICE) 514
WORK SCHEDULE 516
WRITING PROFICIENCY 518
YEAR DEGREE OR CERTIFICATE ATTAINED 523

## ADJUSTED BASIC PAY

| | |
|---|---|
| **Definition:** | The sum of an employee's rate of basic pay and any basic pay supplement (standard OR special), after applying any applicable pay cap. A basic pay supplement is defined as a regular, fixed supplemental payment (paid in conjunction with base pay) for nonovertime hours of work that is creditable as basic pay for retirement purposes, excluding any type of premium payment or differential that is triggered for working certain hours of the day or week or for being subjected to certain working conditions. |
| **Responsible Organization**: | Office of Personnel Management, Employee Services. |
| **Applicability:** | Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds; Personnel Actions Standard Form 50/52). |
| **Format**: | DECIMAL(9,2) |

## AGENCY/SUBELEMENT

**Definition**: The agency and, where applicable, the administrative subdivision (i.e., subelement) in which a person is employed.

**Responsible Organization:** Office of Personnel Management, Records Management.

**Applicability**: Mandatory (Enterprise Human Resources Integration HR Status, HR Dynamics data feeds; Personnel Actions Standard Form 50/52).

**Format**: TEXT_F(4)

**Note**:

The first and second positions of the code indicate the agency. The third and fourth positions indicate the administrative subdivision (i.e., subelement). If no subelements are assigned to an agency, the third and fourth positions are zeros (xx00).

For a listing of codes and explanations see The Guide to Data Standards, Part A: HR Data Standards.

**AGENCY/SUBELEMENT (Continued)**

LEGISLATIVE BRANCH 13
JUDICIAL BRANCH 15
EXECUTIVE BRANCH 16
EXECUTIVE OFFICE OF THE PRESIDENT 16
EXECUTIVE BRANCH DEPARTMENTS 18
DEPARTMENT OF AGRICULTURE 18
DEPARTMENT OF THE AIR FORCE 20
DEPARTMENT OF THE ARMY 23
DEPARTMENT OF COMMERCE 26
DEPARTMENT OF DEFENSE (except Departments of the Air Force, Army, and Navy) 27
DEPARTMENT OF EDUCATION 30
DEPARTMENT OF ENERGY 31
DEPARTMENT OF HEALTH AND HUMAN SERVICES 31
DEPARTMENT OF HOMELAND SECURITY 32
DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT 33
DEPARTMENT OF THE INTERIOR 35
DEPARTMENT OF JUSTICE 36
DEPARTMENT OF LABOR 37
DEPARTMENT OF THE NAVY 38
DEPARTMENT OF STATE 40
DEPARTMENT OF TRANSPORTATION 41
DEPARTMENT OF THE TREASURY 42
DEPARTMENT OF VETERANS AFFAIRS 43
INDEPENDENT EXECUTIVE BRANCH ORGANIZATIONS 45

**AGENCY/SUBELEMENT (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| | **LEGISLATIVE BRANCH** |
| | **Congress** |
| LL02 | House of Representatives. Organization does not make HR submissions to OPM. Code may be used for other documentation purposes. |
| LL01 | Senate. Organization does not make HR submissions to OPM. Code may be used for other documentation purposes. |
| ZX00 | Abraham Lincoln Bicentennial Commission. Organization does not make HR submissions to OPM. Code may be used for other documentation purposes. |
| LA00 | Architect of the Capitol. Organization does not make HR submissions to OPM. Code may be used for other documentation purposes. |
| LB00 | Botanic Garden. Organization does not make HR submissions to OPM. Code may be used for other documentation purposes. |
| ZO00 | Commission on Security and Cooperation in Europe. Organization does not make HR submissions to OPM. Code may be used for other documentation purposes. |
| ZV00 | Commission on the People's Republic of China. Organization does not make HR submissions to OPM. Code may be used for other documentation purposes. |
| LD00 | Congressional Budget Office. Organization does not make HR submissions to OPM. Code may be used for other documentation purposes. |
| ZU00 | Dwight D. Eisenhower Memorial Commission |

**AGENCY/SUBELEMENT (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| YF00 | Financial Crisis Inquiry Commission |
| YG00 | Ronald Reagan Centennial Commission |
| LG00 | Government Accountability Office. Organization (whose name, prior to July 7, 2004, had been the General Accounting Office) has not made HR submissions to the OPM since October 1, 1992. Code may be used for other documentation purposes. |
| LP00 | Government Printing Office |
| LQ00 | John C. Stennis Center for Public Service Training and Development. Organization does not make HR submissions to OPM. Code may be used for other documentation purposes. |
| LT00 | U.S. Tax Court |
| LC00 | Library of Congress. Organization does not make HR submissions to OPM. Code may be used for other documentation purposes. |
| ZL00 | Medicare Payment Advisory Commission |
| ZG00 | Office of Compliance. Organization does not make HR submissions to OPM. Code may be used for other documentation purposes. |
| ZS00 | United States-China Economic and Security Review Commission |
| ZP00 | U.S. Commission on International Religious Freedom |
| ZD00 | U.S. Court of Appeals for Veterans Claims. Organization does not make HR submissions to OPM. Code may be used for other documentation purposes. |

**AGENCY/SUBELEMENT (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| | **JUDICIAL BRANCH** |
| JL01 | Supreme Court of the United States. Organization does not make HR submissions to OPM. Code may be used for other documentation purposes. |
| JL02 | U.S. Courts. Organization does not make HR submissions to OPM. Code may be used for other documentation purposes. |

**AGENCY/SUBELEMENT (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| | **EXECUTIVE BRANCH** |
| | **EXECUTIVE OFFICE OF THE PRESIDENT** |
| | **The White House** |
| WH03 | Office of the President. Organization does not make HR submissions to OPM. Code may be used for other documentation purposes. |
| WH01 | White House Office. Organization does not make HR submissions to OPM. Code may be used for other documentation purposes. |
| WHX1 | Office of the Former President. Organization does not make HR submissions to OPM. Code may be used for other documentation purposes. |
| WHY1 | Office of the President Elect. Organization does not make HR submissions to OPM. Code may be used for other documentation purposes. |
| OV00 | Office of the Vice President. Organization does not make HR submissions to OPM. Code may be used for other documentation purposes. |
| CE00 | Council of Economic Advisers |
| EQ00 | Council on Environmental Quality/Office of Environmental Quality |
| EX00 | Executive Residence at the White House. Organization does not make HR submissions to OPM. Code may be used for other documentation purposes. |
| KR00 | National Commission on Fiscal Responsibility and Reform |
| NS00 | National Security Council |
| EC00 | Office of Administration |
| BO00 | Office of Management and Budget |
| QQ00 | Office of National Drug Control Policy |
| DC00 | Office of Policy Development. Organization does not make HR submissions to OPM. Code may be used for other documentation purposes. |
| TS00 | Office of Science and Technology Policy |

**AGENCY/SUBELEMENT (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| TN00 | Office of the U.S. Trade Representative |

**AGENCY/SUBELEMENT (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| | **EXECUTIVE BRANCH DEPARTMENTS** |
| | **DEPARTMENT OF AGRICULTURE** |
| AG01 | Office of the Secretary of Agriculture |
| | **Staff Offices** |
| AGDA | Departmental Administration |
| AGCR | Civil Rights |
| AG13 | Office of Communications |
| AG90 | Office of the Chief Financial Officer |
| AGIT | Office of the Chief Information Officer |
| AG14 | Office of the General Counsel |
| AG23 | Office of the Inspector General |
| AGHL | Homeland Security Staff |
| AGNA | National Appeals Division |
| AG42 | Office of Budget and Program Analysis |
| AG38 | Office of the Chief Economist |
| AGES | Office of the Executive Secretariat |
| AGAO | Office of Advocacy and Outreach. |
| | **Farm and Foreign Agricultural Services** |
| AGFA | Farm Service Agency |
| AG10 | Foreign Agricultural Service |
| AG08 | Risk Management Agency |
| | **Food, Nutrition and Consumer Services** |
| AG30 | Food and Nutrition Service |
| | **Food Safety** |
| AG37 | Food Safety and Inspection Service |

**AGENCY/SUBELEMENT (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| | **Marketing and Regulatory Programs** |
| AG02 | Agricultural Marketing Service |
| AG34 | Animal and Plant Health Inspection Service |
| AG36 | Grain Inspection, Packers and Stockyards Administration |
| | **Natural Resources and Environment** |
| AG11 | Forest Service |
| AG16 | Natural Resources Conservation Service |
| AGEM | Office of Environmental Markets |
| | **Research, Education, and Economics** |
| AG03 | Agricultural Research Service |
| AG22 | National Institute of Food and Agriculture |
| AG18 | Economic Research Service |
| AG20 | National Agricultural Statistics Service |
| | **Rural Development** |
| AG32 | Rural Business-Cooperative Service |
| AG07 | Rural Housing Service |
| AG15 | Rural Utility Service |

**AGENCY/SUBELEMENT (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| | **DEPARTMENT OF THE AIR FORCE** |
| AF13 | HQ USAF and Support Elements |
| AF0N | Headquarters, U.S. Air Force |
| AF24 | HQ USAF Direct Support Element |
| AF25 | Air Force Wide Support Element |
| AF1C | Air Combat Command |
| AF0J | Air Education and Training Command |
| AF35 | Air Elements Defense Intelligence Agency |
| AF20 | Air Force Agency for Modeling/Simulation |
| AF06 | Air Force Audit Agency |
| AF3W | Air Force Center for Engineer & Environment |
| AF2N | Air Force Studies and Analyses Agency |
| AF1Y | Air Force Civilian Career Training |
| AF15 | Air Force Civil Engineer Center |
| AF2H | Air Force Operations Group |
| AF04 | Air Force Communications Agency (Historical) |
| AF2A | Air Force Cost Analysis Agency |
| AF1K | Air Force Cyber Command |
| AF1A | Air Force C2 & Intelligence, Surveillance & Reconnaissance |
| AF4W | Air Force District of Washington |
| AF3G | Air Force Elements, NATO |
| AF3V | Air Force Elements |
| AF1R | United States. Africa Command |
| AF3N | Air Force Elements, U.S. Joint Forces Command |
| AF3C | Air Force Elements, U.S. Central Command |
| AF4D | U.S. Northern Command |
| AF3O | Air Force Elements, U.S. Pacific Command |
| AF3M | Air Force Elements, U.S. Southern Command |
| AF3D | Air Force Elements, U.S. Special Operations Command |

**AGENCY/SUBELEMENT (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| AF3Q | Air Force Elements, U.S. Strategic Command |
| AF3T | Air Force Elements, U.S. Transportation Command |
| AF39 | Air Force Element OSD |
| AF1W | Engineering and Support Agency |
| AF5J | Air Force Financial Services |
| AF3Y | Air Force Frequency Management Agency |
| AFGS | Air Force Global Strike Command |
| AF02 | Air Force Inspection Agency (FO) |
| AF14 | Air Force Installation Contracting Agency |
| AF05 | Air Force Intelligence Analysis Agency |
| AF0U | Air Force Intelligence, Surveillance, & Reconnaissance Agency |
| AF2E | Air Force Legal Operations Agency |
| AF1G | Air Force Logistics Management Agency |
| AF01 | Air Force Management Engineering Agency (Terminated January 31st 2012) |
| AF11 | Air Force Manpower Agency |
| AF1M | Air Force Materiel Command |
| AF2F | Air Force Medical Support Agency |
| AF2U | Air Force Services Agency |
| AF29 | Air Force National Security Emergency Preparedness |
| AF21 | Air Force Nuclear Weapons Agency |
| AF08 | Headquarters, U.S. Air Force Security Forces Center |
| AF07 | Air Force Office of Special Investigations |
| AF03 | Air Force Operational Test and Evaluation Center |
| AF09 | Air Force Personnel Center |
| AF2D | Air Force Personnel Operations Agency |
| AF5K | Air Force Petroleum Agency |
| AF2R | Air Force Program Executive Office |
| AF12 | Air Force Public Affairs Agency |
| AF1P | Air Force Real Property Agency |
| AF2M | Air Force Review Boards Agency |
| AF2G | Air Force Service Information and News Center (Terminated January 31st 2012) |
| AF0V | Air Force Special Operations Command |

**AGENCY/SUBELEMENT (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| AF2T | Air Force Safety Center |
| AF2L | Air Force Technical Applications Center |
| AF1L | Air Mobility Command |
| | **Air National Guard** |
| AF2I | Air National Guard Readiness Center |
| AF34 | Air National Guard |
| AFNG | Air National Guard Units (Title 32) |
| AFZG | U.S. Special Operations Command (ANG, Title 32) |
| AF2Q | Headquarters Air Force Weather Agency |
| AF0M | Headquarters, Air Force Reserve Command |
| AF1Q | HQ AF Flight Standards Agency |
| AF2Z | Air Force Medical Operations Agency |
| AF2S | Air Force Elements NORAD |
| AF3K | Air Force Elements,U.S. European Command |
| AF0R | Pacific Air Forces |
| AF1S | Headquarters, Air Force Space Command |
| AF0B | U.S. Air Force Academy |
| AF2K | Air Force Historical Research Agency |
| AF0D | U.S. Air Forces, Europe |
| AF2W | 11th Wing |

**AGENCY/SUBELEMENT (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| | **DEPARTMENT OF THE ARMY** |
| ARSA | Office of the Secretary of the Army |
| ARSF | Miscellaneous Field Operating Agencies |
| ARSE | HQDA Field Operating Agencies and Staff Support Agencies |
| ARSB | Field Operating Offices of the Office of the Secretary of the Army |
| ARSJ | Joint Services and Activities Supported by the Office, Secretary of the Army |
| ARG6 | U.S. Army Network Enterprise Technology Command/9th Army Signal Command |
| | **Office of the Chief of Staff of the Army** |
| ARCS | Immediate Office of the Chief of Staff of the Army |
| ARP8 | Eighth U.S. Army |
| ARJA | Joint Activities |
| | **National Guard Bureau** |
| ARGB | Office of the Chief of the National Guard Bureau |
| ARNG | Army National Guard Units (Title 32) |
| ARMD | Surgeon General |
| ARAA | U.S. Army Accession Command |
| ARAE | U.S. Army Acquisition Support Center |
| ARA1 | U.S. Army Africa/Southern European Task Force (USAFRAF/SETAF) |
| AR3A | U.S. Army Central |
| ARCE | U.S. Army Corps of Engineers |
| ARCB | U.S. Army Criminal Investigation Command |
| AR2A | U.S. Army Cyber Command |
| ARJ1 | U.S. Army Element SHAPE |

**AGENCY/SUBELEMENT (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| | **U.S. Army Europe and Seventh Army** |
| ARE1 | Immediate Office of the Commander-in-Chief of the U.S. Army |
| AREN | Seventh Army Training Command |
| ARE5 | U.S. Army V Corps |
| ARED | U.S. Military Community Activity, Heidelberg |
| AREB | 1st Personnel Command |
| ARE2 | 21st Theater Sustainment Command (TSC) |
| ARE0 | 59th Ordnance Brigade |
| ARFC | U.S. Army Forces Command |
| ARHS | U.S. Army Health Services Command |
| ARBA | U.S. Army Installation Management Command |
| ARAS | U.S. Army Intelligence and Security Command |
| | **U.S. Army Materiel Command (AMC)** |
| ARX2 | Headquarters, AMC |
| ARX3 | Headquarters, Staff Support Activities, AMC |
| ARXK | Materiel Acquisition Activities |
| ARXL | Materiel Acquisition Project Managers |
| ARXX | Materiel Readiness Activities |
| ARX4 | Training Activities, AMC |
| ARX6 | U.S. Army Aviation and Missile Command |
| ARXB | U.S. Army Chemical Materials Agency |
| ARX8 | U.S. Army Communications Electronics Command |
| ARXD | U.S. Army Contracting Command |
| ARXQ | U.S. Army Joint Munitions Command |
| ARXT | U.S. Army Military Surface Deployment and Distribution Command |

**AGENCY/SUBELEMENT (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| ARXR | U.S. Army Research, Development and Engineering Command |
| ARXP | U.S. Army Security Assistance Command |
| ARXC | U.S. Army Sustainment Command |
| ARX7 | U.S. Army Tank-Automotive and Armament Command (TACOM) |
| ARMC | U.S. Army Medical Command |
| ARMW | U.S. Army Military District of Washington |
| AR5A | U.S. Army North |
| ARHR | U.S. Army Reserve Command |
| ARSO | U.S. Army South |
| ARSU | U.S. Army Southern Command |
| ARSC | U.S. Army Space and Missile Defense Command/U. S. Army Forces Strategic Command |
| ARAT | U.S. Army Test and Evaluation Command |
| ARTC | U.S. Army Training and Doctrine Command |
| ARP1 | U.S. Army, Pacific |
| ARTW | U.S. Army War College |
| ARMA | U.S. Military Academy |
| ARAP | U.S. Military Entrance Processing Command |
| ARSP | U.S. Special Operations Command (Army) |

**AGENCY/SUBELEMENT (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| | **DEPARTMENT OF COMMERCE** |
| CM51 | Office of the Secretary |
| CM53 | Bureau of Economic Analysis |
| CM67 | Bureau of Industry and Security |
| CM63 | Bureau of the Census |
| CM52 | Economic Development Administration |
| CM65 | Economics and Statistics Administration |
| CM55 | International Trade Administration |
| CM59 | Minority Business Development Agency |
| CM57 | National Institute of Standards and Technology |
| CM54 | National Oceanic and Atmospheric Administration |
| CM62 | National Technical Information Service |
| CM61 | National Telecommunications and Information Administration |
| CM64 | Office of the Inspector General |
| CM56 | Patent and Trademark Office |
| CM33 | Technology Administration |

**AGENCY/SUBELEMENT (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| | **DEPARTMENT OF DEFENSE (except Departments of the Air Force, Army, and Navy)** |
| | **Office of the Secretary of Defense and Related Organizations** |
| DD01 | Office of the Secretary of Defense |
| DD26 | Office of Inspector General |
| DD02 | Organization of the Joint Chiefs of Staff |
| | **Defense Agencies** |
| DD77 | Business Transformation Agency |
| DD13 | Defense Advanced Research Projects Agency |
| DD34 | Defense Commissary Agency |
| DD10 | Defense Contract Audit Agency |
| DD63 | Defense Contract Management Agency |
| DD35 | Defense Finance and Accounting Service |
| DD04 | Defense Information Systems Agency |
| DD05 | Defense Intelligence Agency. Organization does not make HR submissions to OPM. Code may be used for other documentation purposes. |
| DD25 | Defense Legal Services Agency |
| DD07 | Defense Logistics Agency |
| DD06 | Defense Security Cooperation Agency |
| DD12 | Defense Security Service |
| DD61 | Defense Threat Reduction Agency |
| DD27 | Missile Defense Agency |
| DD11 | National Geospatial-Intelligence Agency. Organization does not make HR submissions to OPM. Code may be used for other documentation purposes. |
| DD28 | National Security Agency/Central Security Service. Organization does not make HR submissions to OPM. Code may be used for other documentation purposes. |
| DD65 | Pentagon Force Protection Agency |

**AGENCY/SUBELEMENT (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| | **Field Activities of the Department of Defense** |
| DD81 | Defense Acquisition University |
| DD48 | Defense Human Resources Activity |
| DD80 | Defense Media Activity |
| DD58 | Defense Prisoner of War/Missing Personnel Office |
| DD74 | Defense Technical Information Center |
| DD29 | Defense Technology Security Administration |
| DD66 | Department of Defense Counterintelligence Field Activity. Organization does not make HR submissions to OPM. Code may be used for other documentation purposes. |
| DD16 | Department of Defense Education Activity |
| DD68 | Department of Defense Test Resource Management Center |
| DD23 | Office of Economics Adjustment |
| DD60 | TRICARE Management Activity |
| DD21 | Washington Headquarters Services |
| | **Other Activities/Organizations** |
| DD70 | Armed Forces Radiobiology Research Institute. Organization does not make HR submissions to OPM. Code may be used for other documentation purposes. |
| DD36 | Army and Air Force Exchange Service (nonappropriated fund). Organization does not make HR submissions to OPM. Code may be used for other documentation purposes. |
| DD75 | Defense Civilian Personnel Advisory Service. Organization does not make HR submissions to OPM. Code may be used for other documentation purposes. |
| DD59 | Consolidated Metropolitan Technical Personnel Center. Organization does not make HR submissions to OPM. Code may be used for other documentation purposes. |

**AGENCY/SUBELEMENT (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| DD62 | Defense Career Management and Support Agency. Organization does not make HR submissions to OPM. Code may be used for other documentation purposes. |
| DD71 | Defense Microelectronics Activity. (Effective October 1, 2012) |
| DD78 | Defense Programs Support Activity. Organization does not make HR submissions to OPM. Code may be used for other documentation purposes. |
| DD64 | Eastern Regional Support Center. Organization does not make HR submissions to OPM. Code may be used for other documentation purposes. |
| DD79 | Joint Improvised Explosive Device Defeat Organization |
| DD69 | National Defense University |
| DD72 | Pentagon Renovation Program Office. Organization does not make HR submissions to OPM. Code may be used for other documentation purposes. |
| DD67 | Unified Combatant Command Headquarters. Organization does not make HR submissions to OPM. Code may be used for other documentation purposes. |
| DD15 | Uniformed Services University of the Health Sciences. Organization does not make HR submissions to OPM. Code may be used for other documentation purposes. |
| DD08 | U.S. Court of Appeals for the Armed Forces |
| DD73 | Virginia Contracting Activity. Organization does not make HR submissions to OPM. Code may be used for other documentation purposes. |
| DD76 | U.S. Transportation Command. Organization does not make HR submissions to OPM. Code may be used for other documentation purposes. |

**AGENCY/SUBELEMENT (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| | **DEPARTMENT OF EDUCATION** |
| EDEA | Immediate Office of the Secretary of Education |
| EDEY | Advisory Councils and Committees |
| EDEN | Federal Student Aid |
| EDER | Institute of Education Sciences |
| EDEZ | National Assessment Governing Board |
| EDEX | National Institute for Literacy |
| EDEC | Office for Civil Rights |
| EDEO | Office of Communications and Outreach |
| EDES | Office of Elementary and Secondary Education |
| EDET | Office of English Language Acquisition |
| EDEU | Office of Innovation and Improvement |
| EDEF | Office of Inspector General |
| EDEK | Office of Intergovernmental and Interagency Affairs |
| EDEJ | Office of Legislation and Congressional Affairs |
| EDEM | Office of Management |
| EDED | Office of Planning, Evaluation and Policy Development |
| EDEP | Office of Postsecondary Education |
| EDEQ | Office of Safe and Drug-Free Schools |
| EDEH | Office of Special Education and Rehabilitative Services |
| EDEL | Office of the Chief Financial Officer |
| EDEI | Office of the Chief Information Officer |
| EDEB | Office of the Deputy Secretary of Education |
| EDEG | Office of the General Counsel |
| EDEE | Office of the Under Secretary |
| EDEV | Office of Vocational and Adult Education |

**AGENCY/SUBELEMENT (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| | **DEPARTMENT OF ENERGY** |
| DN00 | Department Of Energy |
| DN03 | Bonneville Power Administration. Code is for use in file name record only. |
| DNFE | Federal Energy Regulatory Commission. |
| | **DEPARTMENT OF HEALTH AND HUMAN SERVICES** |
| HE10 | Office of the Secretary of Health and Human Services |
| HE90 | Administration for Children and Families |
| HE12 | Administration for Community Living |
| HE70 | Centers for Medicare & Medicaid Services |
| HE11 | Program Support Center |
| | **Public Health Service** |
| HE31 | Office of the Assistant Secretary of Health |
| HE33 | Agency for Healthcare Research and Quality |
| HE35 | Agency for Toxic Substances and Disease Registry |
| HE39 | Centers for Disease Control and Prevention |
| HE36 | Food and Drug Administration |
| HE34 | Health Resources and Services Administration |
| HE37 | Indian Health Service |
| HE38 | National Institutes of Health |
| HE32 | Substance Abuse and Mental Health Services Administration |

**AGENCY/SUBELEMENT (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| | **DEPARTMENT OF HOMELAND SECURITY** |
| HSAA | DHS Headquarters |
| HSAB | Citizenship and Immigration Services |
| HSBD | Customs and Border Protection |
| HSBB | Immigration and Customs Enforcement |
| HSDA | Domestic Nuclear Detection Office |
| HSCB | Federal Emergency Management Agency |
| HSBE | Federal Law Enforcement Training Center |
| HSAE | Office of the Inspector General |
| HSFA | Science and Technology Directorate |
| HSBC | Transportation Security Administration |
| HSCA | National Protection and Programs Directorate |
| HSAC | U.S. Coast Guard |
| HSAD | U.S. Secret Service |

**AGENCY/SUBELEMENT (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| | **DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT** |
| HUAA | Office of the Secretary of Housing and Urban Development |
| HUBB | Office of the Chief Human Capital Officer |
| HUDD | Assistant Secretary for Community Planning and Development |
| HUJJ | Assistant Secretary for Congressional and Intergovernmental Relations |
| HUEE | Assistant Secretary for Fair Housing and Equal Opportunity |
| HUMM | Assistant Secretary for Housing--Federal Housing Commissioner |
| HURR | Assistant Secretary for Policy Development and Research |
| HUWW | Assistant Secretary for Public Affairs |
| HUPP | Assistant Secretary for Public and Indian Housing |
| HUKA | Center for Faith-Based and Community Initiatives |
| HUTT | Government National Mortgage Association (Ginnie Mae) |
| HUUU | Office of Departmental Equal Employment Opportunity |
| HUII | Office of Departmental Operations and Coordination |
| HUKK | Office of Field Policy and Management |
| HUCC | Office of General Counsel |
| HULL | Office of Healthy Homes and Lead Hazard Control |
| HUGG | Office of Inspector General |
| HUFF | Office of the Chief Financial Officer |
| HUQQ | Office of the Chief Information Officer |
| HUNN | Office of the Chief Procurement Officer |
| HUVV | Office of Disaster Management and National Security |
| HUXX | Office of Strategic Planning and Management |
| HUYY | Office of Sustainable Housing and Communities |
| HU07 | Office of the Senior Coordinator for Great Plains |
| HU03 | Office of the Senior Coordinator for Mid-Atlantic |
| HU05 | Office of the Senior Coordinator for Midwest |
| HU01 | Office of the Senior Coordinator for New England |
| HU02 | Office of the Senior Coordinator for New York/New Jersey |

**AGENCY/SUBELEMENT (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| HU10 | Office of the Senior Coordinator for Northwest/Alaska |
| HU09 | Office of the Senior Coordinator for Pacific/Hawaii |
| HU08 | Office of the Senior Coordinator for Rocky Mountains |
| HU04 | Office of the Senior Coordinator for Southeast/Caribbean |
| HU06 | Office of the Senior Coordinator for Southwest |

**AGENCY/SUBELEMENT (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| | **DEPARTMENT OF THE INTERIOR** |
| IN01 | Office of the Secretary of the Interior |
| | **Fish and Wildlife and Parks** |
| IN10 | National Park Service |
| IN15 | U.S. Fish and Wildlife Service |
| IN06 | Indian Affairs |
| | **Land and Minerals Management** |
| IN05 | Bureau of Land Management |
| IN23 | Bureau of Ocean Energy Management, Regulation, and Enforcement |
| IN22 | Office of Surfacing Mining, Reclamation and Enforcement |
| IN26 | Bureau of Safety and Environmental Enforcement |
| IN27 | Bureau of Ocean Energy Management |
| IN24 | Office of the Inspector General |
| IN21 | Office of the Solicitor |
| | **Water and Science** |
| IN07 | Bureau of Reclamation |
| IN08 | Geological Survey |

**AGENCY/SUBELEMENT (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| | **DEPARTMENT OF JUSTICE** |
| DJ01 | Offices, Boards and Divisions |
| DJ15 | Bureau of Alcohol, Tobacco, Firearms, and Explosives |
| DJ03 | Bureau of Prisons/Federal Prison System |
| DJ14 | Community Relations Service |
| DJ06 | Drug Enforcement Administration |
| DJ12 | Executive Office for Immigration Review |
| DJ09 | Executive Office for U.S. Attorneys and the Office of the U.S. Attorneys |
| DJ02 | Federal Bureau of Investigation |
| DJ07 | Office of Justice Programs |
| DJ10 | Office of the Inspector General |
| DJ08 | U.S. Marshals Service |
| DJ11 | U.S. Trustee Program |

**AGENCY/SUBELEMENT (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| | **DEPARTMENT OF LABOR** |
| DLAA | Office of the Secretary of Labor |
| DLBL | Bureau of International Labor Affairs |
| DLLS | Bureau of Labor Statistics |
| DLPW | Employee Benefits Security Administration |
| DLET | Employment and Training Administration |
| DLES | Employment Standards Administration |
| DLMS | Mine Safety and Health Administration |
| DLSH | Occupational Safety and Health Administration |
| DLCA | Office of Congressional and Intergovernmental Affairs |
| DLEH | Office of Disability Employment Policy |
| DLOF | Office of Federal Contract Compliance Programs |
| DLOL | Office of Labor-Management Standards |
| DLPA | Office of Public Affairs |
| DLOW | Office of Workers' Compensation Programs |
| DLAM | Office of the Assistant Secretary for Administration and Management |
| DLPE | Office of the Assistant Secretary for Policy |
| DLCF | Office of the Chief Financial Officer |
| DLIG | Office of the Inspector General |
| DLSL | Office of the Solicitor |
| DLVE | Veterans Employment and Training Services |
| DLWH | Wage and Hour Division |
| DLWB | Women's Bureau |

**AGENCY/SUBELEMENT (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| | **DEPARTMENT OF THE NAVY** |
| | **Navy Secretariat/Staff Offices** |
| NV08 | Immediate Office of the Secretary of the Navy |
| NV12 | Department of the Navy/Assistant for Administration (DON/AA) |
| NV10 | Navy Field Offices |
| NV09 | Navy Staff Offices |
| NV14 | Office of Naval Research |
| | **Chief of Naval Operations** |
| NV11 | Immediate Office of the Chief of Naval Operations |
| NV22 | Bureau of Naval Personnel |
| NV62 | Chief of Naval Education and Training |
| NV52 | Commander, Navy Installations |
| NV33 | Military Sealift Command |
| NV19 | Naval Air Systems Command |
| NV76 | Naval Education and Training Command |
| NV25 | Naval Facilities Engineering Command |
| NV15 | Naval Intelligence Command |
| NV18 | Naval Medical Command |
| NV65 | Naval Meteorology and Oceanography Command |
| NV72 | Naval Reserve Force |
| NV24 | Naval Sea Systems Command |
| NV69 | Naval Security Group Command |
| NV74 | Naval Special Warfare Command |
| NV23 | Naval Supply Systems Command |
| NV41 | Navy Systems Management Activity |
| NV39 | Space and Naval Warfare Systems Command |
| NV30 | Strategic Systems Programs Office |

**AGENCY/SUBELEMENT (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| NV60 | U.S. Atlantic Fleet, Commander in Chief |
| NV61 | U.S. Naval Forces, Europe |
| NV70 | U.S. Pacific Fleet, Commander in Chief |
| NVZS | U.S. Special Operations Command (Navy) |
| NV27 | U.S. Marine Corps |

**AGENCY/SUBELEMENT (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| | **DEPARTMENT OF STATE** |
| ST00 | Department of State |
| ST46 | Eastern Regional Personnel Center. Organization does not make HR submissions to OPM. Code may be used for other documentation purposes. |
| ST32 | Materiel Acquisition Support Center. Organization does not make HR submissions to OPM. Code may be used for other documentation purposes. |
| ST14 | Metropolitan Technical Support Center. Organization does not make HR submissions to OPM. Code may be used for other documentation purposes. |
| ST27 | Northern Regional Personnel Center. Organization does not make HR submissions to OPM. Code may be used for other documentation purposes. |

**AGENCY/SUBELEMENT (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| | **DEPARTMENT OF TRANSPORTATION** |
| TD01 | Office of the Secretary of Transportation |
| TD17 | Federal Motor Carrier Safety Administration |
| TD03 | Federal Aviation Administration |
| TD04 | Federal Highway Administration |
| TD05 | Federal Railroad Administration |
| TD09 | Federal Transit Administration |
| TD13 | Maritime Administration |
| TD10 | National Highway Traffic Safety Administration |
| TD12 | Office of Inspector General |
| TD16 | Pipeline and Hazardous Materials Safety Administration |
| TD11 | Research and Innovative Technology Administration |
| TD06 | Saint Lawrence Seaway Development Corporation |
| TD15 | Surface Transportation Board |
| TD18 | Transportation Administrative Service Center |

**AGENCY/SUBELEMENT (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| | **DEPARTMENT OF THE TREASURY** |
| TR91 | Departmental Offices |
| TR40 | Alcohol and Tobacco Tax and Trade Bureau |
| TRAI | Bureau of Engraving and Printing |
| TRAB | Bureau of the Public Debt |
| TRAF | Financial Crimes Enforcement Network |
| TRAA | Financial Management Service |
| TR93 | Internal Revenue Service |
| TR95 | Office of Inspector General |
| TRAJ | Office of the Comptroller of the Currency |
| TRTG | Office of the Inspector General for Tax Administration |
| TR35 | Office of Thrift Supervision |
| TRAD | U.S. Mint |

**AGENCY/SUBELEMENT (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| | **DEPARTMENT OF VETERANS AFFAIRS** |
| VAAA | Office of the Secretary |
| | **Assistant Secretary for Congressional and Legislative Affairs** |
| VAKA | Immediate Office of the Assistant Secretary for Congressional and Legislative Affairs |
| VAKB | Deputy Assistant Secretary for Congressional Affairs |
| VAKC | Deputy Assistant Secretary for Legislative Affairs |
| | **Assistant Secretary for Human Resources and Administration** |
| VABA | Immediate Office of the Assistant Secretary for Human Resources and Administration |
| VABC | Assistant Secretary for Human Resources Management |
| VABD | Assistant Secretary for Diversity and Inclusion |
| VABE | Deputy Assistant Secretary for Administration |
| VABF | Deputy Assistant Secretary for Office of Resolution Management |
| VABG | Deputy Assistant Secretary for Corporate Senior Executive Management |
| VABH | Deputy Assistant Secretary for Labor Management Relations |
| VABI | Dean for VA Learning University |
| VABJ | Veteran Employment Services Office |
| | **Assistant Secretary for Information and Technology** |
| VAEA | Immediate Office of the Assistant Secretary for Information and Technology |
| VAEB | Deputy Assistant Secretary for Information and Technology |
| | **Assistant Secretary for Management** |
| VADA | Immediate Office of the Assistant Secretary for Management |
| VADG | Deputy Assistant Secretary for Acquisition and Materiel Management |

**AGENCY/SUBELEMENT (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| VADC | Deputy Assistant Secretary for Budget |
| VADD | Deputy Assistant Secretary for Finance |
| | **Assistant Secretary for Operations, Security, and Preparedness** |
| VAGA | Immediate Office of the Assistant Secretary for Operations, Security, and Preparedness |
| VAGC | Deputy Assistant Secretary for Emergency Management |
| VAGB | Deputy Assistant Secretary for Security and Law Enforcement |
| | **Assistant Secretary for Policy and Planning** |
| VAHA | Immediate Office of the Assistant Secretary for Policy and Planning |
| VAHC | Deputy Assistant Secretary for Planning and Evaluation |
| VAHB | Deputy Assistant Secretary for Program and Data Analysis |
| VAHE | Deputy Assistant Secretary for Security Preparedness |
| VAHD | National Center for Veteran Analysis and Statistics |
| | **Assistant Secretary for Public and Intergovernmental Affairs** |
| VAJA | Office of the Assistant Secretary for Public and Intergovernmental Affairs |
| VAJB | Deputy Assistant Secretary for Intergovernmental Affairs |
| VAJC | Deputy Assistant Secretary for Public Affairs |
| VAAD | Board of Veterans Appeals |
| VAAE | General Counsel |
| VAAF | Inspector General |
| VAPA | National Cemetery Administration |
| VALA | Veterans Benefits Administration |
| VATA | Veterans Health Administration |

**AGENCY/SUBELEMENT (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| | **INDEPENDENT EXECUTIVE BRANCH ORGANIZATIONS** |
| AA00 | Administrative Conference of the United States |
| HP00 | Advisory Council on Historic Preservation |
| AN00 | African Development Foundation |
| AM00 | U.S. Agency for International Development |
| AB00 | American Battle Monuments Commission |
| AP00 | Appalachian Regional Commission |
| BT00 | Architectural and Transportation Barriers Compliance Board |
| AW00 | Arctic Research Commission |
| RH00 | Armed Forces Retirement Home |
| GE00 | Barry Goldwater Scholarship and Excellence in Education Foundation |
| IB00 | Broadcasting Board of Governors |
| GK00 | Centennial of Flight Commission. Organization does not make HR submissions to OPM. Code may be used for other documentation purposes. |
| CI00 | Central Intelligence Agency. Organization does not make HR submissions to OPM. Code may be used for other documentation purposes. |
| FJ00 | Chemical Safety and Hazard Investigation Board |
| BZ00 | Christopher Columbus Fellowship Foundation |
| BH00 | Commission for the Preservation of America's Heritage Abroad |
| CF00 | Commission of Fine Arts |
| CC00 | Commission on Civil Rights |
| ES00 | Commission on Executive, Legislative, and Judicial Salaries |
| YE00 | Commission on the Prevention of Weapons of Mass Destruction Proliferation and Terrorism |
| HB00 | Committee for Purchase from People Who Are Blind or Severely Disabled |
| CT00 | Commodity Futures Trading Commission |
| SK00 | Consumer Product Safety Commission |
| KS00 | Corporation for National and Community Service |

**AGENCY/SUBELEMENT (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| IG00 | Council of the Inspectors General on Integrity and Efficiency |
| | **Court Services and Offender Supervision Agency for the District of Columbia** |
| FQ01 | Office of the Director |
| FQ02 | Pretrial Services Agency |
| BF00 | Defense Nuclear Facilities Safety Board |
| DA00 | Delta Regional Authority |
| DQ00 | Denali Commission |
| GQ00 | Election Assistance Commission |
| EP00 | Environmental Protection Agency |
| EE00 | Equal Employment Opportunity Commission |
| EB00 | Export-Import Bank of the United States |
| FL00 | Farm Credit Administration |
| FK00 | Farm Credit System Insurance Corporation |
| FC00 | Federal Communications Commission |
| FD00 | Federal Deposit Insurance Corporation |
| LF00 | Federal Election Commission |
| FI00 | Federal Financial Institutions Examination Council |
| HFHA | Federal Housing Finance Agency |
| HFHI | Office of Inspector General |
| AU00 | Federal Labor Relations Authority |
| MC00 | Federal Maritime Commission |
| FM00 | Federal Mediation and Conciliation Service |
| PD00 | The Public Defender Service for the District of Columbia Organization does not make HR submissions to OPM. Code may be used for other documentation purposes. |
| RS00 | Federal Mine Safety and Health Review Commission |
| | **Federal Reserve System** |

**AGENCY/SUBELEMENT (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| FRBG | Federal Reserve System – Board of Governors. Organization does not make HR submissions to OPM. Code may be used for other documentation purposes. |
| FRFT | Bureau of Consumer Financial Protection |
| RF00 | Federal Retirement Thrift Investment Board |
| FT00 | Federal Trade Commission |
| | **General Services Administration** |
| GS01 | Immediate Office of the Administrator |
| GS02 | Office of Administrative Services |
| GS30 | Federal Acquisition Service |
| GS13 | Civilian Board of Contract Appeals |
| GS29 | Office of Childcare |
| GS19 | Office of Citizen Services and Innovative Technologies |
| GS04 | Office of Civil Rights |
| GS20 | Office of Congressional and Intergovernmental Affairs |
| GS32 | Office of Communications and Marketing |
| GS31 | Office of Emergency Response and Recovery |
| GS12 | Office of General Counsel |
| GS15 | Office of Inspector General |
| GS26 | Office of Government-wide Policy |
| GS10 | Office of Small Business Utilization |
| GS16 | Office of the Chief Acquisition Officer |
| GS11 | Office of the Chief Financial Officer |
| GS14 | Office of the Chief People Officer |
| GS28 | Office of the Chief Information Officer |
| GS22 | Offices of the Regional Administrators |
| GS03 | Public Buildings Service |
| HT00 | Harry S. Truman Scholarship Foundation |

**AGENCY/SUBELEMENT (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| BJ00 | Illinois and Michigan Canal National Heritage Corridor Commission. Organization does not make HR submissions to OPM. Code may be used for other documentation purposes. |
| IF00 | Inter-American Foundation |
| GW00 | International Boundary and Water Commission: United States and Mexico |
| GX00 | International Boundary Commission: United States and Canada |
| GY00 | International Joint Commission: United States and Canada |
| BK00 | James Madison Memorial Fellowship Foundation |
| UJ00 | Japan-United States Friendship Commission |
| MA00 | Marine Mammal Commission |
| RO00 | Medicaid and CHIP Payment and Access Commission |
| BD00 | Merit Systems Protection Board |
| MI00 | Millennium Challenge Corporation |
| EO00 | Morris K. Udall Scholarship and Excellence in National Environmental Policy Foundation |
| | **National Aeronautics and Space Administration** |
| NN10 | Headquarters, NASA |
| NN21 | Ames Research Center |
| NN24 | Dryden Flight Research Center |
| NN62 | George C. Marshall Space Flight Center |
| NN51 | Goddard Space Flight Center |
| NN64 | John C. Stennis Space Center |
| NN76 | John F. Kennedy Space Center |
| NN22 | John Glenn Research Center at Lewis Field |
| NN23 | Langley Research Center |
| NN72 | Lyndon B. Johnson Space Center |
| NN73 | Space Station Program Office |
| NQ00 | National Archives and Records Administration |
| NP00 | National Capital Planning Commission |
| CX00 | National Commission on Libraries and Information Science |
| NK00 | National Council on Disability |

**AGENCY/SUBELEMENT (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| CU00 | National Credit Union Administration |
| | **National Foundation on the Arts and the Humanities** |
| AH03 | Institute of Museum and Library Services |
| AH01 | National Endowment for the Arts |
| AH02 | National Endowment for the Humanities |
| NL00 | National Labor Relations Board |
| NM00 | National Mediation Board |
| NF00 | National Science Foundation |
| TB00 | National Transportation Safety Board |
| DG00 | Northern Border Regional Commission |
| NU00 | Nuclear Regulatory Commission |
| BW00 | Nuclear Waste Technical Review Board |
| OS00 | Occupational Safety and Health Review Commission |
| GG00 | Office of Government Ethics |
| RE00 | Office of Navajo and Hopi Indian Relocation |
| OM00 | Office of Personnel Management |
| FW00 | Office of Special Counsel |
| OI00 | Office of the Director of National Intelligence. Organization does not make HR submissions to OPM. Code may be used for other documentation purposes. |
| DF00 | Office of the Federal Coordinator for Alaska Natural Gas Transportation Projects |
| GB00 | Overseas Private Investment Corporation |
| PU00 | Peace Corps |
| BG00 | Pension Benefit Guaranty Corporation |
| PJ00 | Postal Regulatory Commission. Organization does not make HR submissions to OPM. Code may be used for other documentation purposes. |
| GJ00 | Presidio Trust |
| DB00 | Public Interest Declassification Board |
| PI00 | Public International Organization. Organization does not make HR submissions to OPM. Code may be used for other documentation purposes. |

**AGENCY/SUBELEMENT (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| RR00 | Railroad Retirement Board |
| RZ00 | Recovery Act Accountability and Transparency Board |
| SE00 | Securities and Exchange Commission |
| SS00 | Selective Service System |
| SB00 | Small Business Administration |
| | **Smithsonian Institution** |
| SM03 | Smithsonian Institution (except units administered under separate Boards of Trustees) |
| SM04 | John F. Kennedy Center for the Performing Arts |
| SM01 | National Gallery of Art |
| SM02 | Woodrow Wilson International Center for Scholars |
| SZ00 | Social Security Administration |
| TV00 | Tennessee Valley Authority. Organization does not make HR submissions to OPM. Code may be used for other documentation purposes. |
| EW00 | Trade and Development Agency |
| HD00 | U.S. Holocaust Memorial Museum |
| HW00 | U.S. Interagency Council on Homelessness |
| TC00 | U.S. International Trade Commission |
| PO00 | U.S. Postal Service. Organization does not make HR submissions to OPM. Code may be used for other documentation purposes. |
| UT00 | Utah Reclamation Mitigation and Conservation Commission |
| GM00 | Valles Caldera Trust |
| GO00 | Vietnam Education Foundation |
| GN00 | White House Commission on the National Moment of Remembrance |

## ANNUITANT INDICATOR

| | |
|---|---|
| **Definition:** | The status of an annuitant appointed to a position in the Federal civilian service. |
| **Responsible Organization:** | Office of Personnel Management, Employee Services. |
| **Applicability:** | Mandatory (Enterprise Human Resources Integration HR Dynamics data feed; Personnel Actions Standard Form 50/52). |
| **Format:** | TEXT_F(1) |

**Note**:

The standard abbreviation for a code (as found in The Guide to Processing Personnel Actions, which is available at Internet address http://www.opm.gov/feddata/persdoc.asp) is shown in parentheses after the name/explanation.

**ANNUITANT INDICATOR (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| A | Reemployed FERS annuitant. An employee whose annuity under the Federal Employees Retirement Systems (FERS) continues after appointment and is subject to salary offset. (Reempl Ann-FE) |
| B | Former FERS annuitant. An employee whose FERS annuity is discontinued after appointment. (Former Ann-FE) |
| C | Retired uniformed service officer and reemployed FERS annuitant. The employee is a retired uniformed service commissioned or warrant officer and a reemployed FERS annuitant who is subject to salary offset. (Ret Off/Reempl Ann-FE) |
| D | Retired uniformed service officer and former FERS annuitant. The employee is a retired uniformed service commissioned or warrant officer and a reemployed FERS annuitant whose FERS annuity is discontinued after appointment. (Ret Off/Former Ann-FE) |
| E | Retired uniformed service enlisted member and reemployed FERS annuitant. The employee is a retired uniformed service enlisted member and a reemployed FERS annuitant who is subject to salary offset. (Ret Enl/Reempl Ann-FE) |
| F | Retired uniformed service enlisted member and former FERS annuitant. The employee is a retired uniformed service enlisted member and a reemployed FERS annuitant whose FERS annuity is discontinued after appointment. (Ret Enl/Former Ann-FE) |
| G | Reemployed FERS annuitant not subject to salary reduction. An employee whose annuity under the Federal Employees Retirement System continues after appointment and whose salary is not subject to reduction under 5 U.S.C. 8468. (FE-No Reduction) |
| H | Retired uniformed service officer and reemployed FERS annuitant not subject to salary reduction. The employee is a retired uniformed service commissioned or warrant officer and a reemployed FERS annuitant whose salary is not subject to reduction under 5 U.S.C. 8468. (Ret Off/FE-No Reduc) |

**ANNUITANT INDICATOR (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| J | Retired uniformed service enlisted member and reemployed FERS annuitant not subject to salary reduction. The employee is a retired uniformed service enlisted member and a reemployed FERS annuitant whose salary is not subject to reduction under 5 U.S.C. 8468. (Ret Enl/FE-No Reduc) |
| K | Reemployed FERS annuitant not subject to salary reduction. An employee whose salary annuity under the Federal Employees Retirement System continues after appointment under the National Defense Authorization Act (NDAA FY 2010-FE). |
| 0 | Reemployed CSRS annuitant not subject to salary reduction. An employee whose salary annuity under the Civil Service Retirement System continues after appointment under the National Defense Authorization Act (NDAA FY 10-CS). |
| 1 | Reemployed CSRS annuitant. An employee whose annuity under the Civil Service Retirement System (CSRS) continues after appointment. (Reempl Ann-CS) |
| 2 | Retired uniformed service officer. The employee is a member or former member of a uniformed service who is receiving retired or retainer pay as a commissioned or warrant officer. (The uniformed services are the Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration, and the Public Health Service.) (Ret Officer) |
| 3 | Retired uniformed service enlisted member. The employee is a member or former member of a uniformed service who is receiving retired or retainer pay for non-officer (or enlisted) service. (Ret Enlisted) |
| 4 | Retired uniformed service officer and reemployed CSRS annuitant. The employee is a retired uniformed service commissioned or warrant officer and a reemployed CSRS annuitant. (Ret Off/Reempl Ann-CS) |
| 5 | Retired uniformed service enlisted member and reemployed CSRS annuitant. The employee is a retired uniformed service enlisted member and a reemployed CSRS annuitant. (Ret Enl/Reempl Ann-CS) |

**ANNUITANT INDICATOR (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 6 | Reemployed CSRS annuitant not subject to salary reduction. An employee whose annuity under the Civil Service Retirement System continues after appointment and whose salary is not subject to reduction under 5 U.S.C. 8344. (CS-No Reduction) |
| 7 | Retired uniformed service officer and reemployed CSRS annuitant not subject to salary reduction. The employee is a retired uniformed service commissioned or warrant officer and a reemployed CSRS annuitant whose salary is not subject to reduction under 5 U.S.C. 8344. (Ret Off/CS-No Reduc) |
| 8 | Retired uniformed service enlisted member and reemployed CSRS annuitant not subject to salary reduction. The employee is a retired uniformed service enlisted member and a reemployed CSRS annuitant whose salary is not subject to reduction under 5 U.S.C. 8344. (Ret Enl/CS-No Reduc) |
| 9 | Not applicable. None of the above codes apply. |

## APPOINTMENT NOT TO EXCEED NTE DATE

| | |
|---|---|
| **Definition:** | End date of the employee's temporary not-to-exceed appointment. |
| **Responsible Organization:** | Office of Personnel Management, Employee Services. |
| **Applicability:** | Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds). |
| **Format:** | DATE |

**AS OF DATE**

| | |
|---|---|
| **Definition:** | The ending date of the reporting period for which an agency submitted a record. |
| **Responsible Organization:** | Office of Personnel Management, Planning & Policy Analysis. |
| **Applicability:** | Voluntary. |
| **Format:** | DATE |

## AWARD DOLLARS

| | |
|---|---|
| **Definition:** | The gross dollar amount of an award. |
| **Responsible Organization:** | Office of Personnel Management, Employee Services. |
| **Applicability:** | Mandatory (Enterprise Human Resources Integration HR Dynamics data feed). |
| **Format:** | DECIMAL(9,2) |

## AWARD HOURS

| | |
|---|---|
| **Definition:** | The number of hours given as a time-off award. Only include if the personnel action is an award action for time off. |
| **Responsible Organization:** | Office of Personnel Management, Employee Services. |
| **Applicability:** | Mandatory (Enterprise Human Resources Integration HR Dynamics data feed). |
| **Format:** | DECIMAL(9,2) |

## AWARD PERCENT

| | |
|---|---|
| **Definition:** | Percent of salary received as an award. Only include if the personnel action is an award action based on a percentage of the employee's salary. |
| **Responsible Organization:** | Office of Personnel Management, Employee Services. |
| **Applicability:** | Mandatory (Enterprise Human Resources Integration HR Dynamics data feed). |
| **Format:** | DECIMAL(6,2) |

## BARGAINING UNIT

**Definition:** An employee's bargaining unit.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds, Personnel Actions Standard Form 50/52).

**Format:** TEXT_F(4)

**Note**:

Bargaining unit names and codes can be found in the Office of Personnel Management publication Union Recognition in the Federal Government. The bargaining unit code is the last four digits of the six-digit number shown in parentheses after the location. Copies of the publication are available from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402.

| **Code:** | **Name/Explanation**: |
|---|---|
| | SPECIAL CODES |
| 6666 | Bargaining unit status is in transition because of a mass transfer. |
| 7777 | Eligible but not in a bargaining unit. |
| 8888 | Ineligible for inclusion in a bargaining unit. |

## BARGAINING UNIT

**Note (2):**

To correctly identify the bargaining unit when using data from the Enterprise Human Resources Intergration (EHRI, the bargaining unit code must be used in combination with the first two characters of the agency/subelement code (i.e., the agency code, followed by two spaces for the subelement positions), followed by the four-character bargaining unit code. For example: "DD##xxxx" would be used to identify a bargaining unit within the Department of Defense, where "DD" is the agency code for the Department of Defense, "##" represent spaces, and "xxxx" represents the bargaining unit code.

For the organizations shown below, however, all four characters of the agency/subelement code must be used. For example, "DD07xxxx" would be used to identify a bargaining unit within the Defense Logistics Agency, where "DD07" represents the Defense Logistics Agency and "xxxx" represents the bargaining unit code.

**Agency/Subelement**

| **Code:** | **Organization:** |
|---|---|
| | EXECUTIVE BRANCH DEPARTMENTS |
| | **Department of the Air Force** |
| AFNG | Air National Guard Units (Title 32) |
| AFZG | U.S. Special Operations Command (ANG, Title 32) |
| | **Department of the Army** |
| ARNG | Army National Guard Units (Title 32) |
| | **Department of Defense** |
| DD04 | Defense Information Systems Agency |
| DD06 | Defense Security Cooperation Agency |
| DD07 | Defense Logistics Agency |
| DD10 | Defense Contract Audit Agency |
| DD34 | Defense Commissary Agency |
| DD35 | Defense Finance and Accounting Service |
| DD61 | Defense Threat Reduction Agency |
| DD63 | Defense Contract Management Agency |

**BARGAINING UNIT** (continued)

**Agency/Subelement**

| **Code:** | **Organization:** |
|---|---|
| | INDEPENDENT EXECUTIVE BRANCH ORGANIZATIONS |
| | **Court Services and Offender Supervision Agency for the District of Columbia** |
| FQ01 | Office of the Director |
| FQ02 | Pretrial Services Agency |
| | **National Foundation on the Arts and the Humanities** |
| AH02 | National Endowment for the Humanities |
| | **Smithsonian Institution** |
| SM01 | National Gallery of Art |

## BASIC PAY

**Definition:** The employee's rate of basic pay. Exclude supplements, adjustments, allowances, differentials, incentives, or other similar additional payments.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds, Personnel Actions Standard Form 50/52).

**Format:** NUMBER_F(6)

**Note:**

Example: Under the General Schedule pay system, enter a General Schedule base rate, a law enforcement officer special base rate, or a retained rate. Do not include a locality payment or special supplement.

The amount is rounded to the nearest dollar for a PAY BASIS of BW (biweekly), PA (per annum), PM (per month), ST (student stipend), or SY (school year). For any other PAY BASIS, the amount is in dollars and cents with no decimal point.

**BENEFITS CONTINUATION EMPLOYEES GROUP LIFE INSURANCE FEGLI ELECTION DATE**

| | |
|---|---|
| **Definition:** | Date on which the employee elected or declined continuing benefits during non-Federal service. |
| **Responsible Organization:** | Office of Personnel Management, Healthcare & Insurance. |
| **Applicability:** | Mandatory (Enterprise Human Resources Integration HR Status data feed). |
| **Format:** | DATE |

**BENEFITS CONTINUATION EMPLOYEES GROUP LIFE INSURANCE FEGLI ELECTION NOTIFICATION DATE**

| | |
|---|---|
| **Definition:** | Date on which the notification of their right to continue benefits coverage during periods of non-Federal service letter was sent to employee. |
| **Responsible Organization:** | Office of Personnel Management, Healthcare & Insurance. |
| **Applicability:** | Mandatory (Enterprise Human Resources Integration HR Status data feed). |
| **Format:** | DATE |

**BENEFITS CONTINUATION FEDERAL EMPLOYEE HEALTH BENEFITS FEHB ELECTION DATE**

| | |
|---|---|
| **Definition:** | Date on which the employee elected or declined continuing benefits during non-Federal service. |
| **Responsible Organization:** | Office of Personnel Management, Healthcare & Insurance. |
| **Applicability:** | Mandatory (Enterprise Human Resources Integration HR Status data feed). |
| **Format:** | DATE |

**BENEFITS CONTINUATION FEDERAL EMPLOYEE HEALTH BENEFITS FEHB ELECTION NOTIFICATION DATE**

| | |
|---|---|
| **Definition:** | Date on which the notification of their right to continue benefits coverage during periods of non-Federal service letter was sent to employee. |
| **Responsible Organization:** | Office of Personnel Management, Healthcare & Insurance. |
| **Applicability:** | Mandatory (Enterprise Human Resources Integration HR Status data feed). |
| **Format:** | DATE |

**BENEFITS CONTINUATION FEDERAL EMPLOYEE HEALTH BENEFITS FEHB INDICATOR**

| | |
|---|---|
| **Definition:** | Indicates if an employee elects or declines continued maintenance of benefits during non-Federal service. |
| **Responsible Organization:** | Office of Personnel Management, Healthcare & Insurance. |
| **Applicability:** | Mandatory (Enterprise Human Resources Integration HR Status data feed). |
| **Format:** | TEXT_V(2) |

| **Code:** | **Name/Explanation:** |
|---|---|
| Y | Yes |
| N | No |
| NA | Non Applicable |

**BENEFITS CONTINUATION FEDERAL EMPLOYEES GROUP LIFE INSURANCE FEGLI INDICATOR**

| | |
|---|---|
| **Definition**: | Indicates if an employee elects or declines continued maintenance of life insurance coverage during non-Federal or Intergovernmental Personnel Act (IPA) service. |
| **Responsible Organization**: | Office of Personnel Management, Healthcare & Insurance. |
| **Applicability**: | Mandatory (Enterprise Human Resources Integration HR Status data feed). |
| **Format**: | TEXT_V(2) |

| **Code:** | **Name/Explanation:** |
|---|---|
| Y | Yes |
| N | No |
| NA | Non Applicable |

## BENEFITS CONTINUATION RETIREMENT ELECTION DATE

| | |
|---|---|
| **Definition**: | Date on which the employee elected or declined continuing benefits during non-Federal service. |
| **Responsible Organization**: | Office of Personnel Management, Healthcare & Insurance. |
| **Applicability**: | Mandatory (Enterprise Human Resources Integration HR Status data feed). |
| **Format**: | DATE |

## BENEFITS CONTINUATION RETIREMENT ELECTION NOTIFICATION DATE

| | |
|---|---|
| **Definition**: | Date on which the notification of their right to continue benefits coverage during periods of non-Federal service letter was sent to employee. |
| **Responsible Organization**: | Office of Personnel Management, Healthcare & Insurance. |
| **Applicability**: | Mandatory (Enterprise Human Resources Integration HR Status data feed). |
| **Format**: | DATE |

## BENEFITS CONTINUATION RETIREMENT INDICATOR

| | |
|---|---|
| **Definition**: | Indicates if an employee elects or declines continued maintenance of retirement coverage during non-Federal service. |
| **Responsible Organization**: | Office of Personnel Management, Healthcare & Insurance. |
| **Applicability**: | Mandatory (Enterprise Human Resources Integration HR Status data feed). |
| **Format**: | TEXT_V(2) |

| **Code:** | **Name/Explanation:** |
|---|---|
| Y | Yes |
| N | No |
| NA | Non Applicable |

**BENEFITS CONTINUATION TERMINATION INSUFFICIENT PAY ELECTION DATE**

| | |
|---|---|
| **Definition**: | Date on which the employee elected to continue or terminate Federal Employees Health Benefits (FEHB) during a period of non- or insufficient pay. |
| **Responsible Organization**: | Office of Personnel Management, Healthcare & Insurance. |
| **Applicability**: | Mandatory (Enterprise Human Resources Integration HR Status data feed). |
| **Format**: | DATE |

## BENEFITS CONTINUATION TERMINATION INSUFFICIENT PAY NOTIFICATION DATE

| | |
|---|---|
| **Definition**: | Date on which the employee was notified of his/her right to continue or terminate benefits during a period of non- or insufficient pay. |
| **Responsible Organization**: | Office of Personnel Management, Healthcare & Insurance. |
| **Applicability**: | Mandatory (Enterprise Human Resources Integration HR Status data feed). |
| **Format**: | DATE |

## BENEFITS CONTINUATION TERMINATION INSUFFICIENT PAY PAYMENT TYPE CODE

| | |
|---|---|
| **Definition**: | Indicates how an employee will pay for the continued benefits during the time of insufficient or non-pay. |
| **Responsible Organization**: | Office of Personnel Management, Healthcare & Insurance. |
| **Applicability**: | Mandatory (Enterprise Human Resources Integration HR Status data feed). |
| **Format**: | NUMBER_F(2) |

| **Code:** | **Name/Explanation:** |
|---|---|
| 01 | Upon return (incur debt) |
| 02 | Monthly payments |
| 03 | Bi-weekly payments |

## CALENDAR DATE

**Definition**: The year, month, and day of the Gregorian calendar.

**Responsible Organization**: Office of Personnel Management, Planning & Policy Analysis.

**Applicability**: Mandatory (Personnel Actions Standard Form 50/52)

**Format**: DATE

**Code:** **Following are the code specifications:**

(a) YYYY indicates the year.

(b) MM indicates the month of the year: See Table 2.

**Table 2: Codes and Months Translations**

| CODE | MONTH | CODE | MONTH |
|---|---|---|---|
| 01 | January | 07 | July |
| 02 | February | 08 | August |
| 03 | March | 09 | September |
| 04 | April | 10 | October |
| 05 | May | 11 | November |
| 06 | June | 12 | December |

(c) DD indicates the day of the month (i.e., 01 to 31).

## CITIZENSHIP COUNTRY CODE

**Definition:** Employee's country of citizenship.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds).

**Format:** TEXT_F(2)

**Note**:

This field should be populated for all employees (US and non-US citizens). The below Country names and codes can also be found in the Duty Station File, which is available at Internet address http://www.opm.gov/feddata/guidance.asp.

| Code: | Name/Explanation: |
|---|---|
| AA | ARUBA |
| AC | ANTIGUA AND BARBUDA |
| AE | UNITED ARAB EMIRATES |
| AF | AFGHANISTAN |
| AG | ALGERIA |
| AJ | AZERBAIJAN |
| AL | ALBANIA |
| AM | ARMENIA |
| AN | ANDORRA |
| AO | ANGOLA |
| AR | ARGENTINA |
| AS | AUSTRALIA |
| AT | ASHMORE AND CARTIER ISLANDS |
| AU | AUSTRIA |
| AV | ANGUILLA |
| BA | BAHRAIN |
| BB | BARBADOS |
| BE | BELGIUM |

**CITIZENSHIP COUNTRY CODE (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| BC | BOTSWANA |
| BD | BERMUDA |
| BF | BAHAMAS, THE |
| BG | BANGLADESH |
| BH | BELIZE |
| BK | BOSNIA AND HERZEGOVINA |
| BL | BOLIVIA |
| BM | BURMA |
| BN | BENIN |
| BO | BELARUS |
| BP | SOLOMON ISLANDS |
| BR | BRAZIL |
| BS | BASSAS DA INDIA |
| BT | BHUTAN |
| BU | BULGARIA |
| BV | BOUVET ISLAND |
| BX | BRUNEI |
| BY | BURUNDI |
| CA | CANADA |
| CB | CAMBODIA |
| CD | CHAD |
| CE | SRI LANKA |
| CF | CONGO |
| CG | CONGO, DEMOCRATIC REPUBLIC OF THE |
| CH | CHINA |
| CI | CHILE |
| CJ | CAYMAN ISLANDS |
| CK | COCOS (KEELING) ISLANDS |
| CM | CAMEROON |
| CN | COMOROS |
| CO | COLOMBIA |
| CR | CORAL SEA ISLANDS |
| CS | COSTA RICA |
| CT | CENTRAL AFRICAN REPUBLIC |
| CU | CUBA |
| CV | CAPE VERDE |
| CW | COOK ISLANDS |

**CITIZENSHIP COUNTRY CODE (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| CY | CYPRUS |
| DA | DENMARK |
| DJ | DJIBOUTI |
| DO | DOMINICA |
| DR | DOMINICAN REPUBLIC |
| EC | ECUADOR |
| EG | EGYPT |
| EI | IRELAND |
| EK | EQUATORIAL GUINEA |
| EN | ESTONIA |
| ER | ERITREA |
| ES | EL SALVADOR |
| ET | ETHIOPIA |
| EU | EUROPA ISLAND |
| EZ | CZECH REPUBLIC |
| FG | FRENCH GUIANA |
| FI | FINLAND |
| FJ | FIJI |
| FK | FALKLAND ISLANDS (ISLAS MALVINAS) |
| FM | MICRONESIA, FEDERATED STATES OF |
| FO | FAROE ISLANDS |
| FP | FRENCH POLYNESIA |
| FR | FRANCE |
| FS | FRENCH SOUTHERN AND ANTARCTIC LANDS |
| GA | GAMBIA, THE |
| GB | GABON |
| GG | GEORGIA |
| GH | GHANA |
| GI | GIBRALTAR |
| GJ | GRENADA |
| GK | GUERNSEY |
| GL | GREENLAND |
| GM | GERMANY |
| GO | GLORIOSO ISLANDS |
| GP | GUADELOUPE |
| GR | GREECE |
| GT | GUATEMALA |

**CITIZENSHIP COUNTRY CODE (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| GV | GUINEA |
| GY | GUYANA |
| GZ | GAZA STRIP |
| HA | HAITI |
| HK | HONG KONG |
| HM | HEARD ISLAND AND MCDONALD ISLANDS |
| HO | HONDURAS |
| HR | CROATIA |
| HU | HUNGARY |
| IC | ICELAND |
| ID | INDONESIA |
| IM | ISLE OF MAN |
| IN | INDIA |
| IO | BRITISH INDIAN OCEAN TERRITORY |
| IP | CLIPPERTON ISLAND |
| IR | IRAN |
| IS | ISRAEL |
| IT | ITALY |
| IV | COTE D'IVOIRE (CÔTE D'IVOIRE) |
| IZ | IRAQ |
| JA | JERSEY |
| JM | JAMAICA |
| JN | JAN MAYEN |
| JO | JORDAN |
| JU | JUAN DE NOVA ISLAND |
| KE | KENYA |
| KG | KYRGYZSTAN |
| KN | NORTH KOREA |
| KR | KIRIBATI |
| KS | SOUTH KOREA |
| KT | CHRISTMAS ISLAND |
| KU | KUWAIT |
| KZ | KAZAKHSTAN |
| LA | LAOS |
| LE | LEBANON |
| LG | LATVIA |
| LH | LITHUANIA |

**CITIZENSHIP COUNTRY CODE (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| LI | LIBERIA |
| LO | SLOVAKIA |
| LS | LIECHTENSTEIN |
| LT | LESOTHO |
| LU | LUXEMBOURG |
| LY | LIBYA |
| MA | MADAGASCAR |
| MB | MARTINIQUE |
| MC | MACAU |
| MD | MOLDOVA |
| MF | MAYOTTE |
| MG | MONGOLIA |
| MH | MONTSERRAT |
| MI | MALAWI |
| MK | MACEDONIA, THE FORMER YUGOSLAV REPUBLIC OF |
| ML | MALI |
| MN | MONACO |
| MO | MOROCCO |
| MP | MAURITIUS |
| MR | MAURITANIA |
| MT | MALTA |
| MU | OMAN |
| MV | MALDIVES |
| MX | MEXICO |
| MY | MALAYSIA |
| MZ | MOZAMBIQUE |
| NC | NEW CALEDONIA |
| NE | NIUE |
| NF | NORFOLK ISLAND |
| NG | NIGER |
| NH | VANUATU |
| NI | NIGERIA |
| NL | NETHERLANDS |
| NM | NO MAN'S LAND |
| NO | NORWAY |
| NP | NEPAL |
| NR | NAURU |

**CITIZENSHIP COUNTRY CODE (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| NS | SURINAME |
| NT | NETHERLANDS ANTILLES |
| NU | NICARAGUA |
| NZ | NEW ZEALAND |
| OS | OCEANS |
| PA | PARAGUAY |
| PC | PITCAIRN ISLANDS |
| PE | PERU |
| PF | PARACEL ISLANDS |
| PG | SPRATLY ISLANDS |
| PK | PAKISTAN |
| PL | POLAND |
| PM | PANAMA |
| PO | PORTUGAL |
| PP | PAPUA NEW GUINEA |
| PS | PALAU |
| PU | GUINEA-BISSAU |
| QA | QATAR |
| RE | REUNION |
| RM | MARSHALL ISLANDS |
| RO | ROMANIA |
| RP | PHILIPPINES |
| RS | RUSSIA |
| RW | RWANDA |
| SA | SAUDI ARABIA |
| SB | SAINT PIERRE AND MIQUELON |
| SC | SAINT KITTS AND NEVIS |
| SE | SEYCHELLES |
| SF | SOUTH AFRICA |
| SG | SENEGAL |
| SH | SAINT HELENA |
| SI | SLOVENIA |
| SL | SIERRA LEONE |
| SM | SAN MARINO |
| SN | SINGAPORE |
| SO | SOMALIA |
| SP | SPAIN |

**CITIZENSHIP COUNTRY CODE (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| ST | SAINT LUCIA |
| SU | SUDAN |
| SV | SVALBARD |
| SW | SWEDEN |
| SX | SOUTH GEORGIA AND THE SOUTH SANDWICH ISLANDS |
| SY | SYRIA |
| SZ | SWITZERLAND |
| TD | TRINIDAD AND TOBAGO |
| TE | TROMELIN ISLAND |
| TH | THAILAND |
| TI | TAJIKISTAN |
| TK | TURKS AND CAICOS ISLANDS |
| TL | TOKELAU |
| TN | TONGA |
| TO | TOGO |
| TP | SAO TOME AND PRINCIPE |
| TS | TUNISIA |
| TT | EAST TIMOR |
| TU | TURKEY |
| TV | TUVALU |
| TW | TAIWAN |
| TX | TURKMENISTAN |
| TZ | TANZANIA |
| UF | UNDERSEA FEATURES |
| UG | UGANDA |
| UK | UNITED KINGDOM |
| UP | UKRAINE |
| US | UNITED STATES |
| UV | BURKINA FASO |
| UY | URUGUAY |
| UZ | UZBEKISTAN |
| VC | SAINT VINCENT AND THE GRENADINES |
| VE | VENEZUELA |
| VI | BRITISH VIRGIN ISLANDS |
| VM | VIETNAM |
| VQ | VIRGIN ISLANDS |
| VT | VATICAN CITY |

**CITIZENSHIP COUNTRY CODE (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| WA | NAMIBIA |
| WE | WEST BANK |
| WF | WALLIS AND FUTUNA |
| WI | WESTERN SAHARA |
| WS | SAMOA |
| WZ | SWAZILAND |
| YI | SERBIA AND MONTENEGRO |
| YM | YEMEN |
| ZA | ZAMBIA |
| ZI | ZIMBABWE |

## COMBINED STATISTICAL AREA

| | |
|---|---|
| **Definition:** | A geographic area consisting two or more CORE BASED STATISTICAL AREAS. |
| **Responsible Organization:** | U.S. Office of Management and Budget, Office of Information and Regulatory Affairs. |
| **Applicability:** | Voluntary. |
| **Format:** | NUMBER_F(3) |

**Note**:

The combined statistical area names and codes can be found in the Office of Management and Budget (OMB) bulletin on revised definitions of metropolitan statistical areas at Internet address http://www.whitehouse.gov/omb/bulletins/index.html.

## COMPUTER POSITION

| | |
|---|---|
| **Definition:** | The indicator of whether an employee has access to and can modify or alter information residing in a database or program. |
| **Responsible Organization:** | Office of Personnel Management, Division for Federal Investigative Services. |
| **Applicability:** | Voluntary. |
| **Cross-Reference:** | None. |
| **Format:** | TEXT_V(1) |

| **Code:** | **Name/Explanation:** |
|---|---|
| C | Automatic Data Processing (ADP) Computer Position |
| (blank) | Non-ADP Computer Position |

## CORE BASED STATISTICAL AREA

**Definition:** A geographic area having at least one urban area of population, plus adjacent territory that has a high degree of social and economic integration with the core as measured by commuting ties.

**Responsible Organization:** Office of Management and Budget, Office of Information and Regulatory Affairs.

**Applicability:** Voluntary.

**Format:** NUMBER_F(5)

**Note:**

The core based statistical area names and codes can be found in the Office of Management and Budget (OMB) bulletin on revised definitions of metropolitan statistical areas at Internet address http://www.whitehouse.gov/omb/bulletins/index.html.

## COURT ORDERS FOR FEGLI PURPOSES INDICATOR

**Definition:** Indicates whether an employee has a court order for FEGLI purposes per 5 CFR 870.801 on file. Court order means any court decree of divorce, annulment, or legal separation, or the terms of any court order or court-approved property settlement agreement relating to any court decree of divorce, annulment, or legal separation, the terms of which require FEGLI benefits to be paid to a specific person or persons.

**Responsible Organization:** Office of Personnel Management, Healthcare & Insurance.

**Applicability:** Mandatory (Enterprise Human Resources Integration HR Dynamics data feed).

**Format:** TEXT_V(1)

**Note:**

This indicator will be populated prospectively, not historically so agencies do not need to go through OPFs to populate this field. This field will be populated once the existence of a court order becomes known, either through the introduction of a new court order or the processing of a retirement.

| Code: | Name/Explanation: |
|---|---|
| Y | Yes, a valid court order exists |
| N | No, a valid court order does not exist |
| {blank} | The existence of a valid court order is unknown |

## CREDITABLE MILITARY SERVICE

| | |
|---|---|
| **Definition:** | The years, months, and days of military service that are creditable for annual leave accrual purposes. |
| **Responsible Organization:** | Office of Personnel Management, Employee Services. |
| **Applicability:** | Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds, Personnel Actions Standard Form 50/52). |
| **Format:** | NUMBER_F(6) |

**Note:**

Creditable Military Service (Years, Months, Days) must be reported on all employees (other than reemployed annuitants) on whom an accession or conversion personnel action with an effective date of October 1, 1986 (old CPDF redesign date) or later has been processed. Use zero when reporting requirements applies but the employee has no creditable military service. Leave null when the reporting requirement does **NOT** apply.

## CURRENT APPOINTMENT AUTHORITY (1)

**Definition:** The law, executive order, rule, regulation, or other basis that authorizes an employee's most recent conversion or accession action.

**Responsible Organization:** Office of Personnel Management, Employee Services, Office of the Chief Information Officer, Records Management.

**Applicability:** Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds).

**Format:** TEXT_F(3)

**Note:**

Legal authority codes that are current appointment authority codes may only be established by OPM. Legal authority codes established by OPM may begin with an alphabetic character or the numeric characters 1, 2, 3, 4, or 5. Agencies may create their own legal authority codes, but not current appointment authority codes. These legal authority codes must begin with the numeric characters 6, 7, 8, or 9. Agency-created legal authority codes may be cited on actions that: (1) are not reported to the OPM or (2) are reported to the OPM as the second legal authority code.

**CURRENT APPOINTMENT AUTHORITY (1) (Continued)**

**Codes and Name/Explanations**

Axx 92
Bxx 92
Hxx 94
Jxx 94
Kxx 94
Lxx 94
Mxx 95
Nxx 96
Pxx 97
Qxx 97
Rxx 97
Sxx 97
Uxx 98
Vxx 98
Wxx 99
Xxx 100
Yxx 100
Zxx 101

**CURRENT APPOINTMENT AUTHORITY (1) (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| | **Axx** |
| ABK | ACWA Outstanding Scholar Program. |
| ABL | Bicultural/Bilingual Selective Factors. |
| ABM | SF 59 approved (date). |
| ABP | President's Economic Stimulus Program |
| ABR | Reg 330.608. Agency Career Transition Program. |
| ABS | Reg 330.707. Interagency Career Transition Program. |
| ABT | Reg 330.707 CLG. Change to lower grade under the ICTAP. |
| ACA | CS Cert No _____ ACWA. |
| ACM | CS Cert No. |
| ALM | MSPB Directive-US. |
| AQM | MSPB Directive-Inj. |
| AUM | OPM Letter. |
| AWM | OPM Form 1652 or OPM Ltr (date). |
| AYM | Direct-Hire Authority (cite OPM authority and date). |
| A2L | CS Cert No _____ PACE |
| A2M | CS Cert No _____ WTO. Worker trainee program. |
| A7M | CS Rule 3.2. "Rare bird" appointment. |
| | **Bxx** |
| BAB | GW001 (MED). Direct hire/Medical Occupations. |
| BAC | GW002 (IT). Direct hire/Info Tech Mgmt. |
| BAD | GW003 (Iraqi). Direct hire/Iraqi reconstr efforts. |
| BAE | GW004 (Acquisition). Direct hire/Acquisition Positions. |
| BBM | CS Rule 6.7--TVA Agr. |
| BDN | USDA Demo (Office issuing cert), Cert No (no). Code is for use by the Department of Agriculture only. |
| BEA | OPM Auth EA-(no), (name of installation issuing certificate), Cert No(no). |
| BFS | OPM Delegation Agr (no), (name of installation issuing certificate), Cert No ____ |

**CURRENT APPOINTMENT AUTHORITY (1) (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| BGL | OPM Auth GL-(no), (name of installation issuing certificate), Cert No (no). |
| BKM | CS Rule 6.7--NRC Agr. |
| BLM | CS Rule 6.7--VA Agr. |
| BMA | OPM Auth MA-(no), (name of installation issuing certificate), Cert No (no). |
| BMC | OPM Auth MC-(no), (name of installation issuing certificate), Cert No (no). |
| BNE | OPM Auth NE-(no), (name of installation issuing certificate), Cert No (no). |
| BNK | CS Rule 6.7--FAA Agr. |
| BNM | CS Rule 6.7--DCIPS Agr. |
| BNN | CS Rule 6.7--DOD/NAF Agr. |
| BNP | CS Rule 7.2--CG/NAF Agr. |
| BNR | CS Rule 6.7--IBWC Agr. |
| BNT | CS Rule 6.7--DHS, FAMS Agr. |
| BNW | OPM Auth NW-(no), (name of installation issuing certificate), Cert No (no). |
| BNY | CS Rule 6.7--DHS/TSA Agr |
| BNZ | CS Rule 6.7. Corp for Nat'l and Community Svc Agr. |
| BPM | CS Rule 8.3. Appt. of non-US citizen overseas. |
| BRM | OPM Auth RM-(no), (name of installation issuing certificate), Cert No (no). |
| BSE | OPM Auth SE-(no), (name if installation issuing certificate), Cert No (no). |
| BSS | OPM Auth SS-(no), (name of installation issuing certificate), Cert No (no). |
| BSW | OPM Auth SW-(no), (name of installation issuing certificate), Cert No (no). |
| BTM | OPM Selection Roster No. |
| BWA | OPM Delegation Agr (no), (name of installation issuing certificate), Cert No ____ |
| BWE | OPM Auth WE-(no), (name of installation issuing certificate), Cert No (no). |
| BWM | OPM Delegation Agr. |
| BYM | USDA Direct Hire Auth (cite case file number and date). Code is for use by the Department of Agriculture only. |
| BYO | OPM Approved Single Agy Auth. Direct hire. |

**CURRENT APPOINTMENT AUTHORITY (1) (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| | **Hxx** |
| HAM | Reg 250.101. Action required by a decision. |
| HDM | Reg 230.402(c). Emergency appt--outside the register. |
| HGM | Reg 230.402(d)(1). Emergency appt-noncomp/standby basis. |
| HJM | Reg 230.402(d)(2). Emergency appt-noncomp/Def Exec Res. |
| HLM | Reg 230.402(d)(3). Emergency appt--reinstatement elig. |
| HNM | Reg 301.201. Appt. of U.S. citizens overseas. |
| HRM | Reg 301.202. US citizen recruited outside O/S area. |
| H2L | Reg 304.103. Experts and consultants. |
| H3M | Reg 301.203(c). Temp appt overseas. |
| | **Jxx** |
| J8M | P.L. 107-288. Veterans Recruitment Appointment (VRA). |
| | **Kxx** |
| KLM | Reg 310.202. Emergency appt. of relative. |
| KQM | Reg 315.401 or agy auth. Reinst career or career-cond. |
| KTM | Reg 315.501 or agy auth. Transfer career or career-cond. |
| KVM | Reg 315.501 Prom or agy auth. Tran career or car-cond. |
| KXM | Reg 315.501 CLG or agy auth. Tran career or career-cond. |
| K1M | Reg 315.601. Appt based on svc in Panama. |
| K4M | Reg 315.602. Appt based on Pres, VP, or Wh House svc. |
| K7M | Reg 315.603(a)(1). In mil whn psn brought into comp svc. |
| K8M | Reg 315.603(a)(3). Comp inj when psn went to comp svc. |
| K9M | Reg 315.603(a)(2). Emp sep aftr psn brght into comp svc. |
| | **Lxx** |
| LAB | Reg. 362.306, Reinstatement from Recent Grad appt. |
| LAD | Reg. 362.407, Reinstatement from a PMF appt. |

**CURRENT APPOINTMENT AUTHORITY (1) (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| LAE | Reg. 362.107(b), Intern Conv Term to Career/CC appt. |
| LAG | Reg. 362.107(b), RG. Conv Term to Career/CC appt. |
| LAH | Reg. 362.107(b), PMF. Conv Term to Career/CC appt. |
| LAK | Reg. 315.713(a)(1), Conv to Career/CC from Intern appt |
| LAL | Reg. 315.713(a)(2), Conv to Career/CC from RG appt |
| LAM | Reg. 315.612, Noncomp military spouse appt. |
| LAP | Reg. 315.713(a)(3), Conv to Career/CC from PMF appt |
| LAR | Reg. 362.110, Fellow. Conv to Career/CC from PMF appt. |
| LAS | Reg. 362.110, SEEP/SCEP. Conv to Career/CC from SCEP appt. |
| LAT | Reg. 362.110 – Term. Conv from term appt |
| LBM | Reg 315.604. Appt of disabled vet from VA program. |
| LCM | Reg. 316.402(b)(3); MS. Noncomp mil spouse temp appt. |
| LDM | Reg. 316.302(b)(3); MS. Noncomp mil spouse term appt. |
| LEM | Reg 315.605. Appt of former ACTION volunteer. |
| LHM | Reg 315.606. Appt of Foreign Service officer. |
| LJM | Reg 315.607. Appt. of Peace Corps personnel. |
| LKK | Reg 315.608. Career-cond. appt. of former overseas employees. |
| LKM | Reg 315.609. Appt based on svc in US psns of PCC. |
| LKP | Reg 315.610. Appt based on Nat'l Guard Tech svc. |
| LLM | Reg 315.701. Psn brought into comp svc. |
| LPM | Reg 315.702. "Rare bird" appt. |
| LSM | Reg 315.703. Emp formerly reached on register. |
| LWM | Reg 315.704. Conv. to career appt. from temp appt-PER. |
| LYM | Reg 315.705. Conv to career/career-cond from VRA. |
| LZM | Reg 315.707. Conv of 30% or more disabled vet. |
| L1K | Reg 315.710. Conv. to career/career-cond. appt. under PAC program. |
| L1M | Reg 315.709. Conv of retarded or handicapped emp. |
| L2K | Reg. 315.711. Conv or readers/interpret/personal assts. |
| | **Mxx** |
| MAB | Reg. 362.107(a), Intern. Term appt after Internship. |
| MAC | Reg. 362.107(a), RG. Term appt after RG. |
| MAF | Reg. 362.107(a), PMF. Term appt after PMF. |

**CURRENT APPOINTMENT AUTHORITY (1) (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| MAG | Reg. 362-110, Term appt after SCEP. |
| MAM | Reg 316.201. Temp. appt-PER. |
| MBM | Reg 316.201(b). Temp appt--PER (worker-trainee prog). |
| MCM | Reg 316.302(b). Term appt outside the register. |
| MEM | Reg 316.302(b)(1) or agy auth. Term appt (reinst elig). |
| MGM | Reg 316.302(b)(2). Term appt (VRA eligibility). |
| MJM | Reg 316.302(b)(3). Term appt (prior service). |
| MLK | Reg 316.302(b)(8). Term appt (former temp employee). |
| MLL | Reg 316.302(c)(6). Term appt (legis/judicial svc). |
| MLM | Reg 316.302(b)(7). Term appt (prior term appt). |
| MMM | Reg 316.302(b)(4). Term appt (30%+ disabled vet). |
| MXM | Reg 316.402(a). Temporary appt. |
| M6M | Reg 316.402(b)(1) or agy auth. Temp appt (reinst elig). |
| M8M | Reg 316.402(b)(3). Temp appt (prior service). |

**Nxx**

| | |
|---|---|
| NAM | Reg 316.402(b)(7). Temp appt (prior temp service). |
| NCM | Reg 316.402(b)(2). Temp appt (VRA eligibility). |
| NEM | Reg 316.402(b)(4). Temp appt (30%+ disabled vet). |
| NFM | Reg 316.601. Temp appt--"rare bird" auth. |
| NJM | Reg 316.701. Temp appt--Govt takeover. |
| NMM | Reg 316.702. Reg 316.702. Exc Svc Indefinite brought into Comp Svc. |
| NRM | Reg 317.304. Conv to SES from career/career-cond. |
| NSM | Reg 317.305(b). Conversion to SES from excepted appt. |
| NTM | Reg 317.305(b)(3). Conv to SES from excepted appt. |
| NUM | Reg 330.207. Appt from RPL. |
| NVM | Reg 317.306(b)(1). Conv to SES Ltd Term appt. |
| NWM | Reg 317.306(b)(2). Conv to SES Noncareer appt. |
| NXM | Reg 317.306(b)(3(i). Conv to SES frm time-limited appt. |

**CURRENT APPOINTMENT AUTHORITY (1) (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| | **Pxx** |
| PWM | Reg 352.204. Reempl after emergency interagency move. |
| P2M | 5 CFR 352. Reemployment of SES after svc with BIA, PCC, IAEA. |
| P3M | Reg 352.311. Reempl after transfer to an internat'l org. |
| P5M | Reg 352.507. Reempl under Foreign Asst Act. |
| P7M | Reg 352.803. Reemployment of SES after svc with AIT. |
| | **Qxx** |
| QAK | Reg 353.207. Restoration after military service. |
| QBK | Reg 353.301. Restoration after recovery from injury. |
| QCK | Reg 353.301(d). Restoration after partial recovery. |
| QDK | Reg 353.303. Restoration of temp-appt. PER employee. |
| QEM | Reg 353.302(a). Restoration after military service. |
| QFK | Reg 353.306. Restoration after partial recovery from injury. |
| QFM | Reg 353.302(b). Restoration after recovery from injury. |
| QGM | Reg 432.101. Actions based on performance. |
| QHM | Reg 432.101 Eq. Actions based on perf--agency auth. |
| Q3M | Reg 353.501. Restoration after military service. |
| | **Rxx** |
| R9N | Reg. 772.102(a). Interim relief appt in duty status. |
| R9R | 5 CFR part 772. Interim relief appt in nonduty status. |
| | **Sxx** |
| SZT | Reg 930.204(h). Transfer of Administrative Law Judge. |
| SZW | Reg 930.204(g). Reinstatement of former Admin. Law Judge. |
| SZX | Reg 930.209. Temp. reemployment of senior Admin. Law Judge. |

**CURRENT APPOINTMENT AUTHORITY (1) (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| | **Uxx** |
| UAM | 10 U.S.C. 1601. DOD Civ Intel Pers Mgt System (CIPMS). |
| UCM | Sec 625(d) FA Act. |
| UDM | P.L. 105-277 as amended. Treasury demo project. Code is for use by the Department of the Treasury only. |
| UFM | FS Act of 1980. |
| USM | (Cite authority). |
| U2M | Agency Reg Perf. Act based on performance. |
| | **Vxx** |
| VAG | 5 U.S.C. 3395(d)(2). Transfer--SES noncareer appointee. |
| VAJ | 5 U.S.C. 75. Adverse actions. |
| VBJ | 5 U.S.C. 3593(a). SES reinstatement. |
| VBM | 5 U.S.C. 3102(b). Pers assts to handicapped employees. |
| VCJ | 5 U.S.C. 3593(b). SES reinstatement. |
| VCL | 5 U.S.C. 3329. Conv of mil rsv tech to comp svc. Code is for use by the Department of the Air Force, Department of the Army, Department of Defense, and Department of the Navy only. |
| VCS | 5 U.S.C. 3594(b)(1). Placement out of SES-performance. |
| VCT | 5 U.S.C. 3594(b)(2). Placement out of SES-RIF. |
| VCW | 5 U.S.C. 3594(b)(3). Failure to be recertified in SES. |
| VDJ | 5 U.S.C. 3594(a). Unsat perf--SES prob period. |
| VEM | 5 U.S.C. 3109. Expert or consultant. |
| VFJ | 5 U.S.C. 4314(b)(3). Move from SES--perf. |
| VGJ | 5 U.S.C. 4314(b)(4). Move from SES--perf. |
| VGL | 5 U.S.C. 4703. Demo projects. |
| VHJ | 5 U.S.C. 75 Eq. Adverse action-equiv. procedures. |
| VHM | 5 U.S.C. 3304(c). Ramspeck Act. |
| VJM | 5 U.S.C. 3325. Appt to sci/prof positions. |

**CURRENT APPOINTMENT AUTHORITY (1) (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| VPE | 5 U.S.C. 3374. Assignment from state/local govt. |
| VRM | 5 U.S.C. 3551. Reemployment after military service. |
| V1P | 5 U.S.C. 5371. 38 U.S.C. Pay. |
| V2M | 5 U.S.C. 3393. SES career appt. |
| V4L | 5 U.S.C. 3394(a) Noncareer. SES noncareer appt. |
| V4M | 5 U.S.C. 3394(a) Limited Term. SES ltd term appt. |
| V4P | 5 U.S.C. 3394(a) Limited Emergency. SES ltd emerg appt. |
| V6M | 5 U.S.C. 3395(a)(1)(B). Transfer--SES career. |
| V8K | 32 U.S.C. 709 (b). Nat'l Guard Technician. Code is only for use by the Air National Guard (Department of the Air Force) and Army National Guard (Department of the Army) technicians employed under title 32, U.S. Code. |
| V8L | 39 U.S.C. 1006. Reemployment based on postal service. |
| V8N | 32 U.S.C. 709. Nat'l Guard Tech--comp svc. Code is only for use by the Air National Guard (Department of the Air Force) and Army National Guard (Department of the Army) technicians employed in the competitive service under title 32, U.S. Code. |
| V8V | 38 U.S.C. Employment in D/Veterans Affairs. Code is for use by the Department of Veterans Affairs only. |
| | **Wxx** |
| WAM | Sch A, 213.3102(a). Chaplain/Chaplain assts. |
| WBM | Sch A, 213.3102(b). Cooks. |
| WCM | Sch A, 213.3102(c). Pres appt w/o Senate confirm. |
| WDM | Sch A, 213.3102(d). Attorneys. |
| WEM | Sch A, 213.3102(e). Law clerk trainees. |
| WFM | Sch A, 213.3102(f). Interpreter--Chinese/Japanese/Hindu. |
| WJM | Sch A, 213.3102(j). Former Nat'l Guard Technicians. |
| WKM | Sch A, 213.3102(k). Appt. without compensation. |
| WLM | Sch A, 213.3102(l). Consultants. |

**CURRENT APPOINTMENT AUTHORITY (1) (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| WNM | Sch A, 213.3102(n). Physicians, surgeons, dentists. |
| WRM | Sch A, 213.3102(r). Psn of proj nature--paid under PWA. |
| WTA | Reg 213.3102(u)-MD. Mental Retardation. |
| WTB | Reg 213.3102(u)-PD. Psychiatric Retardation. |
| WUM | Sch A, 213.3102(u). Severely physically handicapped. |
| WXM | Sch A, 213.3102(x). Work-release program. |
| WZM | Sch A, 213.3102(z). White House Fellows. |
| W6M | Sch A, 213.3102(o). Faculty mbr--sci/prof/anal psn. |
| W9N | Sch A, 213.3102(i)(1). Temp, not F/T-remote loc. |
| W9P | Sch A, 213.3102(i)(2). Temp, not F/T-crit hiring need. |
| W9R | Sch A, 213.3102(i)(3). Temp, not F/T-other pos. |
| W9S | Sch A, 213.3102(r). Internship or Fellowship Programs. |
| W9T | Sch A, 213.3102(s). Student assgned to medical facility. |
| | **Xxx** |
| XAM | Sch A, 213.3102(aa). GS 11+ sci/prof research assoc. |
| XBM | Sch A, 213.3102(bb). Alien employees. |
| XFM | Sch A, 213.3102(ff). Attny General programs. |
| XXM | Sch A, 213.3102(ll). Reader/interpreter/personal asst. |
| XZM | Sch A, 213.31xx. Agency-unique Schedule A authority. |
| | **Yxx** |
| YEA | Sch D, 213.3402(a). Pathways Program Intern appt. |
| YEB | Sch D, 213.3402(b). Pathways Program RG appt. |
| YEC | Sch D, 213.3402(c). Pathways Program PMF appt. |
| YEF | Sch D, 213.3402(a) – SCEP. SCEP conv to Intern. |
| YEG | Sch D, 213.3402(a) – STEP. STEP conv to Intern. |
| YEH | Sch D, 213.3402(c). – PMF. PMF conv to Pathway PMF. |
| YJM | Sch B, 213.3202(j). SES executive development program. |
| YKB | Sch B, 213.3202(n). Vet Empl Opp Act of 1998. |
| YMM | Sch B, 213.3202(m). Appt. following removal from the SES. |

**CURRENT APPOINTMENT AUTHORITY (1) (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| Y5M | Sch B, 213.32xx. Agency-unique Schedule B authority. |
| Y7M | Sch C, 213.33xx. Agency-unique Schedule C authority. |
| Y8M | Sch C, Authority other than Sch C, 213.33xx, (i.e., Law or E.O. which establishes a Sch C Position). |
| Y9K | Sch C, 213.3302(a). Temporary Transitional Schedule C. |
| Y9M | Sch C, 213.3302(a)(2). New temporary Schedule C. |
| | **Zxx** |
| ZBA | P.L. 106-117, Sec. 511. Vet Emp Opp Act - comp srvc. |
| ZGM | EO 10826. Correction of an administrative error. |
| ZGY | EO 11203. Conversion of Secret Service Agent. |
| ZHK | EO 11955. Conversion of astronaut. Code is for use by the National Aeronautics and Space Administration only. |
| ZHM | EO 12008. Estab of Pres Mgt Intern Program. |
| ZJK | EO 12721. Family member noncomp appt. |
| ZJP | EO 12364. Presidential Management Intern Program. |
| ZKM | Law, E.O., or Reg that authorizes Pres Appt. |
| ZLM | Other Citation (Law, E.O., Reg). |
| ZMM | EO 12230. Conversion of DEA criminal investigators. |
| ZNM | Law, E.O., or Reg that authorizes Presidential Appt with Advice and Consent of Senate. |
| ZQM | 31 U.S.C. 732(g). Based on svc with GAO. |
| ZRL | P.L. 105-119. FBI comp and perf demo. Code is for use by the Federal Bureau of Investigation (Department of Justice) only. |
| ZRM | Agency Restoration Authority. |

**CURRENT APPOINTMENT AUTHORITY (1) (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| ZSK | P.L. 99-145, as amended. Spouse pref--DOD. |
| ZSP | P.L. 99-574, Sec. 10. NIST demo appts. Code is for use by the National Institute of Standards and Technology (Department of Commerce) only. |
| ZTA | P.L. 105-33. Closing of Lorton Corr. Fac. |
| ZTM | P.L. 99-586. Appt of former Nat'l Guard Tech. |
| ZTR | P.L. 100-472, Sec. 203. Bur Ind Affairs & Ind Health Svc. Code is for use by the Bureau of Indian Affairs (Department of the Interior) and the Indian Health Service (Department of Health and Human Services) only. |
| ZTU | 28 U.S.C. 602. Admin Ofc of U.S. Courts. |
| ZTZ | P.L. 101-509. FEPCA. |
| ZVB | P.L. 104-50. FAA reform. Code is for use by the Federal Aviation Administration (Department of Transportation) only. |
| ZVC | P.L. 107-71. Transportation Security Administration. Code is for use by the Transportation Security Administration (Department of Transportation) only. |
| ZZZ | Not applicable. Use only for employees whose most recent appointment or conversion was to the competitive service and was prior to January 1, 1982. |
| Z2M | P.L. 101-510. Def Nuclear Facilities Safty Bd. Code is for use by the Defense Nuclear Facilities Safety Board only. |
| Z2U | P.L. 103-337. Defense Lab Demo. Code is for use by the Department of the Air Force, Department of the Army, Department of Defense, and Department of the Navy only. |
| Z2W | P.L. 104-106. Defense Acquisition Demo. Code is for use by the Department of the Air Force, Department of the Army, Department of Defense, and Department of the Navy only. |
| Z4J | P.L. 108-201, Sec. 9806 (critical). Term Appt NTE. Code is for use by the National Aeronautics and Space Administration only. |

**CURRENT APPOINTMENT AUTHORITY (1) (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| Z4K | P.L. 108-201, Sec. 9806. Term Appt NTE. Code is for use by the National Aeronautics and Space Administration only. |
| Z4L | P.L. 108-201, Sec. 9806 (critical). Conv Career/CC Appt. Code is for use by the National Aeronautics and Space Administration only. |
| Z4M | P.L. 108-201, Sec. 9806. Conv Career/CC Appt. Code is for use by the National Aeronautics and Space Administration only. |
| Z4N | P.L. 108-201, Sec. 9810 (critical). Career-Cond Appt. Code is for use by the National Aeronautics and Space Administration only. |
| Z4P | P.L. 108-201, Sec. 9810. Career-Cond Appt. Code is for use by the National Aeronautics and Space Administration only. |
| Z4S | P.L. 108-201, Sec. 9806 (critical). Conv Career/CC (MP). Code is for use by the National Aeronautics and Space Administration only. |
| Z4T | P.L. 108-201, Sec. 9806. Conv Career/CC (MP). Code is for use by the National Aeronautics and Space Administration only. |
| Z4V | P.L. 108-201, Sec. 9813 (critical). SES Lmtd Term/Provis. Code is for use by the National Aeronautics and Space Administration only. |
| Z4W | P.L. 108-201, Sec. 9813. SES Lmtd Term/Provis. Code is for use by the National Aeronautics and Space Administration only. |
| Z4X | P.L. 108-201, Sec. 9814 (critical). Prom/Reas/Conv Appt/Trnf. Code is for use by the National Aeronautics and Space Administration only. |
| Z4Y | P.L. 108-201, Sec. 9814. Prom/Reas/Conv Appt/Trnf. Code is for use by the National Aeronautics and Space Administration only. |
| Z5B | DoD Comp Exam (name of installation issuing certificate), Cert No. _____ . (Terminated January 1, 2012) |

**CURRENT APPOINTMENT AUTHORITY (1) (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| Z5C | Direct-Hire Authority (cite DoD authority and date). (Terminated January 1, 2012) |
| Z5D | Reg. 9901.511(d)(2) Temp. (Terminated January 1, 2012) |
| Z5E | Reg. 9901.511.(d)(2) Term. (Terminated January 1, 2012) |
| Z5F | Reg. 9901.511(d)(2) Eligible. (Terminated January 1, 2012) |
| Z5G | Reg. 9901.511(d)(1) Temp. (Terminated January 1, 2012) |
| Z5H | Reg. 9901.511(d)(1) NonComp. (Terminated January 1, 2012) |
| Z5J | Reg. 9901.511(d)(1) Term. (Terminated January 1, 2012) |
| Z6J | Reg. 9901.514. Appt of non-citizen. Code is for use by the Department of the Air Force, Department of the Army, Department of Defense, and Department of the Navy only. (Terminated January 1, 2012) |
| Z6L | Reg. 9901.5.11(d)(1)(ii)(B) NonComp. Term. Appt. (cited with NOACs 108 and 508) (Terminated January 1, 2012) |

## CURRENT APPOINTMENT AUTHORITY (2)

**Definition:** The law, executive order, rule, regulation, or other basis that, in addition to CURRENT APPOINTMENT AUTHORITY (1), authorizes an employee's most recent conversion or accession action.

**Responsible Organization:** Office of Personnel Management, Employee Services, Office of the Chief Information Officer, Records Management.

**Applicability:** Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds).

**Format:** TEXT_F(3)

**Note:**

Legal authority codes that are current appointment authority codes may only be established by OPM. Legal authority codes established by OPM may begin with an alphabetic character or the numeric characters 1, 2, 3, 4, or 5. Agencies may create their own legal authority codes, but not current appointment authority codes. These legal authority codes must begin with the numeric characters 6, 7, 8, or 9. Agency-created legal authority codes may be cited on actions that: (1) are not reported to the OPM or (2) are reported to the OPM as the second legal authority code.

## CYBERSECURITY CATEGORY/SPECIALITY AREA

**Definition:** A position's or incumbent's primary work function involving cybersecurity

**Responsible Organization:** Employee Services, Classification and Assessment Policy

**Applicability:** Mandatory (Enterprise Human Resources Integration HR Status, HR Dynamics data feeds)

**Cross-Reference:** OCCUPATION; SUPERVISORY STATUS

**Format:** NUMBER_F(2)

**Note:**

The Cybersecurity Category/Specialty Area code is used to identify incumbents or positions for which the primary function is cybersecurity. Cybersecurity is an evolving area and positions may be classified in a number of different occupational series based on the nature of the work. Use of this code will enable OPM and Federal agencies to identify the cybersecurity workforce, determine baseline capabilities, examine hiring trends, identify skill gaps, and more effectively recruit, hire, train, develop and retain an effective cybersecurity workforce.

The Cybersecurity Category/Specialty Area codes and definitions are from the National Cybersecurity Workforce Framework (http://csrc.nist.gov/nice/framework/). The Framework consists of Categories and Specialty Areas. Each Specialty Area falls within a Category. Assignment to a Cybersecurity Category or Specialty Area should be based upon the duties in which the incumbent is primarily engaged or which best reflects the requirements of the job. Only one code is permitted so it is important that the most appropriate code is used and that the codes are used consistently.

In most cases, a single Specialty Area or Category can be readily identified. However, in some instances additional decision rules are required to make an appropriate determination. This may be more likely to occur in smaller agencies or organizations. The following instructions prescribe the process for assigning these codes.

- If the work of an incumbent or the requirements of a position are predominantly in one Specialty Area, that code should be used.
- If the work of an incumbent or the requirements of a position involve more than one Specialty Area, the following decision rules apply:

- If there is a single Specialty Area that is predominant, the code for that Specialty Area should be used.
- If there are multiple relevant Specialty Areas within a Category and no single Specialty Area predominates, the code for the Category in which those Specialty Areas fall should be used. For example, a position may require both **Computer Network Defense (CND) Analysis** and **Incident Response**. In this circumstance the code for the Category **Protect and Defend** (50) should be used.
- If there are multiple relevant Specialty Areas in multiple Categories, the same logic applies, i.e., use the code for the single predominant Specialty Area if there is one and use the Category code if multiple Specialty Areas in that Category predominate.

Individuals primarily engaged in project or program management for cybersecurity projects or tasks should be coded with the **Cybersecurity Program/Project Management** value (80). Positions and incumbent supervisors, managers, and leaders engaged in supervision of a cybersecurity function or staff performing cybersecurity work should be coded with the **Cybersecurity Supervision, Management, and Leadership** value (90). However, if the supervisor, manager, or leader performs cybersecurity work as an individual contributor, the Category or Specialty Area should be selected based on the greater of the two (i.e., if the individual's cybersecurity work is predominant relative to the supervisory or management function, that individual cybersecurity work should drive the Category determination). If the code is based on individual contribution the above decision rules apply.

All Category codes end in zero. The first digit of each Specialty Area code is the same as the first digit of the corresponding Category Code. For example, Specialty Area **Information Assurance (IA) Compliance** (code 61) falls under the Category of **Securely Provision** (code 60).

| Code | Name / Explanation |
|---|---|
| 00 | Not Applicable - Position does not involve work in one or more cybersecurity functions. |
| 10 | Analyze - Specialty areas responsible for highly specialized review and evaluation of incoming cybersecurity information to determine its usefulness for intelligence. |
| 11 | All Source Intelligence - Analyzes threat information from multiple sources, disciplines, and agencies across the Intelligence Community. Synthesizes and places intelligence information in context; draws insights about the possible implications. |
| 12 | Exploitation Analysis - Analyzes collected information to identify vulnerabilities and potential for exploitation. |
| 13 | Targets - Applies current knowledge of one or more regions, countries, non-state entities, and/or technologies. |
| 14 | Threat Analysis - Identifies and assesses the capabilities and activities of cyber criminals or foreign intelligence entities; produces findings to help initialize or support law enforcement and counterintelligence investigations or activities. |
| 20 | Investigate - Specialty areas responsible for investigation of cyber events and/or crimes of information technology (IT) systems, networks, and digital evidence. |
| 21 | Digital Forensics - Collects, processes, preserves, analyzes, and presents computer-related evidence in support of network vulnerability mitigation and/or criminal, fraud, counterintelligence, or law enforcement investigations. |
| 22 | Investigation - Applies tactics, techniques, and procedures for a full range of investigative tools and processes to include but not limited to interview and interrogation techniques, surveillance, counter surveillance, and surveillance detection, and appropriately balances the benefits of prosecution versus intelligence gathering. |
| 30 | Collect and Operate - Specialty areas responsible for specialized denial and deception operations and collection of cybersecurity information that may be used to develop intelligence. |
| 31 | Collection Operations - Executes collection using appropriate strategies and within the priorities established through the collection management process. |

| | |
|---|---|
| 32 | Cyber Operations - Performs activities to gather evidence on criminal or foreign intelligence entities in order to mitigate possible or real-time threats, protect against espionage or insider threats, foreign sabotage, international terrorist activities, or to support other intelligence activities. |
| 33 | Cyber Operations Planning - Performs in-depth joint targeting and cyber planning process. Gathers information and develops detailed Operational Plans and Orders supporting requirements. Conducts strategic and operational-level planning across the full range of operations for integrated information and cyberspace operations. |
| 40 | Operate and Maintain - Specialty areas responsible for providing support, administration, and maintenance necessary to ensure effective and efficient information technology (IT) system performance and security. |
| 41 | Customer Service and Technical Support - Addresses problems and installs, configures, troubleshoots, and provides maintenance and training in response to customer requirements or inquiries (e.g., tiered-level customer support). |
| 42 | Data Administration - Develops and administers databases and/or data management systems that allow for the storage, query, and utilization of data. |
| 43 | Knowledge Management - Manages and administers processes and tools that enable the organization to identify, document, and access intellectual capital and information content. |
| 44 | Network Services - Installs, configures, tests, operates, maintains, and manages networks and their firewalls, including hardware (e.g., hubs, bridges, switches, multiplexers, routers, cables, proxy servers, and protective distributor systems) and software that permit the sharing and transmission of all spectrum transmissions of information to support the security of information and information systems. |
| 45 | System Administration - Installs, configures, troubleshoots, and maintains server configurations (hardware and software) to ensure their confidentiality, integrity, and availability. Also manages accounts, firewalls, and patches. Responsible for access control, passwords, and account creation and administration. |
| 46 | Systems Security Analysis - Conducts the integration/testing, operations, and maintenance of systems security. |

| | |
|---|---|
| 50 | Protect and Defend - Specialty areas responsible for identification, analysis, and mitigation of threats to internal information technology (IT) systems or networks. |
| 51 | Computer Network Defense (CND) Analysis - Uses defensive measures and information collected from a variety of sources to identify, analyze, and report events that occur or might occur within the network in order to protect information, information systems, and networks from threats. |
| 52 | Computer Network Defense (CND) Infrastructure Support - Tests, implements, deploys, maintains, reviews and administers the infrastructure hardware and software that are required to effectively manage the computer network defense (CND) service provider network and resources. Monitors network to actively remediate unauthorized activities. |
| 53 | Incident Response - Responds to crisis or urgent situations within the pertinent domain to mitigate immediate and potential threats. Uses mitigation, preparedness, and response and recovery approaches, as needed, to maximize survival of life, preservation of property, and information security. Investigates and analyzes all relevant response activities. |
| 54 | Vulnerability Assessment and Management - Conducts assessments of threats and vulnerabilities, determines deviations from acceptable configurations or enterprise or local policy, assesses the level of risk, and develops and/or recommends appropriate mitigation countermeasures in operational and non-operational situations. |
| 60 | Securely Provision - Specialty areas responsible for conceptualizing, designing, and building secure information technology (IT) systems (i.e., responsible for some aspect of systems development). |
| 61 | Information Assurance (IA) Compliance - Oversees, evaluates, and supports the documentation, validation, and accreditation processes necessary to assure that new information technology (IT) systems meet the organization's information assurance (IA) and security requirements. Ensures appropriate treatment of risk, compliance, and assurance from internal and external perspectives. |
| 62 | Software Assurance and Security Engineering - Develops and writes/codes new (or modifies existing) computer applications, software, or specialized utility programs following software assurance best practices. |
| 63 | Systems Development - Works on the development phases of the systems development lifecycle. |

| | |
|---|---|
| 64 | Systems Requirements Planning - Consults with customers to gather and evaluate functional requirements and translates these requirements into technical solutions. Provides guidance to customers about applicability of information systems to meet business needs. |
| 65 | Systems Security Architecture - Develops system concepts and works on the capabilities phases of the systems development lifecycle; translates technology and environmental conditions (e.g., law and regulation) into system and security designs and processes. |
| 66 | Technology Research and Development - Conducts technology assessment and integration processes; provides and supports a prototype capability and/or evaluates its utility. |
| 67 | Test and Evaluation - Develops and conducts tests of systems to evaluate compliance with specifications and requirements by applying principles and methods for cost-effective planning, evaluating, verifying, and validating of technical, functional, and performance characteristics (including interoperability) of systems or elements of systems incorporating information technology (IT). |
| 70 | Oversight and Development - Specialty areas providing leadership, management, direction, and/or development and advocacy so that individuals and organizations may effectively conduct cybersecurity work. |
| 71 | Education and Training - Conducts training of personnel within pertinent subject domain. Develops, plans, coordinates, delivers, and/or evaluates training courses, methods, and techniques as appropriate. |
| 72 | Information Systems Security Operations (Information Systems Security Officer [ISSO]) - Oversees the information assurance (IA) program of an information system in or outside the network environment; may include procurement duties. |
| 73 | Legal Advice and Advocacy - Provides legally sound advice and recommendations to leadership and staff on a variety of relevant topics within the pertinent subject domain. Advocates legal and policy changes and makes a case on behalf of client via a wide range of written and oral work products, including legal briefs and proceedings. |
| 74 | Security Program Management (Chief Information Security Officer [CISO]) - Manages information security implications within the organization, specific program, or other area of responsibility, to include strategic, personnel, |

infrastructure, policy enforcement, emergency planning, security awareness, and other resources.

75 Strategic Planning and Policy Development - Applies knowledge of priorities to define an entity's direction, determine how to allocate resources, and identify programs or infrastructure that are required to achieve desired goals within domain of interest. Develops policy or advocates for changes in policy that will support new initiatives or required changes/enhancements.

80 Cybersecurity Program/Project Management - Manages one or more cybersecurity project(s) or program(s) to provide products and/or services. Coordinates, communicates and integrates cybersecurity projects and program activities. Ensures cybersecurity work efforts achieve the intended or specified outcomes. May encompass the decision-making and negotiation responsibilities involved in executing the program efforts.

90 Cybersecurity Supervision, Management, and Leadership - Supervises, manages, and/or leads work and workers performing cybersecurity work (i.e., the work described in the Categories and Specialty Area codes with values 10-75).

## DATE OF BIRTH

**Definition:** An employee's date of birth.

**Responsible Organization:** Office of Personnel Management, Planning & Policy Analysis.

**Applicability:** Mandatory (Enterprise Human Resources Integration HR Status, HR Dynamics, Payroll, Training, and Military Service Deposit data feeds).

**Format:** DATE

**Note:**

Used in combination with SSN to uniquely identify an employee.

## DESIGNATION OF FEGLI BENEFICIARIES INDICATOR

| | |
|---|---|
| **Definition:** | FEGLI Handbook: Notice, signed by insured and witnessed by two persons, indicating the person(s) to receive life insurance benefits. The form used for life insurance designations is the Designation of Beneficiary form (SF 2823). |
| **Responsible Organization:** | Office of Personnel Management, Healthcare & Insurance. |
| **Applicability:** | Mandatory (Enterprise Human Resources Integration HR Dynamics data feed). |
| **Format:** | TEXT_F(1) |

| **Code:** | **Name/Explanation:** |
|---|---|
| Y | Yes |
| N | No |

## DISABILITY

| | |
|---|---|
| **Definition:** | The physical or mental impairment which substantially limits one or more major life activities; the record of such impairment; or the perception of such impairment by others. |
| **Responsible Organization:** | Office of Personnel Management, Employee Services. |
| **Applicability:** | Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds). |
| **Format:** | NUMBER_F(2) |

**Note:**

In the case of multiple impairments, the code should indicate the impairment that results in the most substantial limitation.

The data standard is applicable to and required for accessions occurring on or after September 26, 2010. Beginning September 26, 2010, new hires will complete the new SF 256. Agencies may, but are not required to, resurvey their current employees with the new SF 256. For accessions occurring prior to September 26, 2010, the Handicap data standard may continue to be used.

**DISABILITY (Continued)**

**Codes and Name/Explanations**

TARGETED DISABILITIES (SEVERE) 117
HEARING 117
VISION 117
MISSING EXTREMITIES 117
PARTIAL PARALYSIS 117
COMPLETE PARALYSIS 117
OTHER IMPAIRMENTS 118
NON-TARGETED DISABILITIES 118
HEARING CONDITIONS 118
VISION CONDITIONS 118
PHYSICAL CONDITIONS 118
SPEECH/LANGUAGE/LEARNING CONDITIONS 119
OTHER DISABILITY OPTIONS 119

**DISABILITY (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| | **TARGETED DISABILITIES (SEVERE)** |
| | **HEARING** |
| 18 | Total deafness in both ears (with or without understandable speech) |
| | **VISION** |
| 21 | Blind (inability to read ordinary size print, not correctable by glasses, or no usable vision, beyond light perception) |
| | **MISSING EXTREMITIES** |
| 30 | Missing extremities (missing one arm or leg, both hands or arms, both feet or legs, one hand or arm and both feet or legs, both hands or arms and one foot or leg, or both hands or arms and both feet or legs) |
| | **PARTIAL PARALYSIS** |
| 69 | Partial paralysis (because of a brain, nerve or muscle impairment, including palsy and cerebral palsy, there is some loss of ability to move or use a part of the body, including both hands; any part of both arms or legs; one side of the body, including one arm and one leg; and/or three or more major body parts) |
| | **COMPLETE PARALYSIS** |
| 79 | Complete paralysis because of a brain, nerve or muscle impairment, including palsy and cerebral palsy, there is a complete loss of ability to move or use a part of the body, including both hands; one or both arms or legs; the lower half of the body; one side of the body, including one arm and one leg; and/or three or more major body parts |

**DISABILITY (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| | **OTHER IMPAIRMENTS** |
| 82 | Epilepsy. |
| 90 | Severe intellectual disability |
| 91 | Psychiatric disability |
| 92 | Dwarfism |
| | **NON-TARGETED DISABILITIES** |
| | **HEARING CONDITIONS** |
| 15 | Hearing impairment/hard of hearing. |
| | **VISION CONDITIONS** |
| 22 | Visual impairments (e.g., tunnel or monocular vision or blind in one eye) |
| | **PHYSICAL CONDITIONS** |
| 26 | Missing Extremities (one hand, one foot, or one hand and one foot) |
| 40 | Mobility impairment |
| 41 | Spinal abnormalities (e.g., spina bifida, scoliosis) |
| 44 | Non-paralytic orthopedic impairments: chronic pain, stiffness, weakness in bones or joints, some loss of ability to use part or parts of the body |
| 51 | HIV Positive/AIDS |
| 52 | Morbid obesity |
| 61 | Partial paralysis of one hand, arm, foot, leg, or any part thereof |
| 70 | Complete paralysis of one hand. |
| 80 | Cardiovascular/heart disease with or without restrictions or limitation on activity; a history of heart problems w/ complete recovery |
| 83 | Blood diseases (e.g., sickle cell anemia, hemophilia. |
| 84 | Diabetes. |
| 86 | Pulmonary or respiratory conditions (e.g., tuberculosis, asthma, emphysema, etc.). |
| 87 | Kidney dysfunction (e.g., required dialysis) |
| 88 | Cancer (present or past history) |

**DISABILITY (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 93 | Disfigurement of face, hands, or feet (such as those caused by burns or gunshot wounds) and noticeable gross facial birthmarks. |
| 95 | Gastrointestinal disorders (e.g., Crohn's Disease, irritable bowel syndrome, colitis, celiac disease, dysphexia, etc.) |
| 98 | History of alcoholism |
| | **SPEECH/LANGUAGE/LEARNING CONDITIONS** |
| 13 | Speech impairment - includes impairments of articulation (unclear language sounds), fluency (stuttering), voice (with normal hearing), dysphasia, or history of laryngectomy |
| 94 | Learning disability - a disorder in one or more of the processes involved in understanding, perceiving, or using language or concepts (spoken or written) (e.g., dyslexia, ADD/ADHD) |
| | **OTHER DISABILITY OPTIONS** |
| 01 | I do not wish to identify my disability status. (Note: Your personnel officer may use this code if, in his or her judgment, you used an incorrect code.) |
| 05 | I do not have a disability. |
| 06 | I have a disability but it is not listed on the SF 256. |

## DISABILITY (OLD HANDICAP)

| | |
|---|---|
| **Definition:** | The physical or mental impairment which substantially limits one or more major life activities; the record of such impairment; or the perception of such impairment by others. |
| **Responsible Organization:** | Office of Personnel Management, Healthcare & Insurance. |
| **Applicability:** | Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds). |
| **Format:** | NUMBER_F(2) |

**Note**:

In the case of multiple impairments, the code should indicate the impairment that results in the most substantial limitation.

This data standard is only applicable to an employee whose accession occurs prior to September 26, 2010. See DISABILITY data standard for an employee whose accession occurs on or after September 26, 2010.

**DISABILITY (OLD HANDICAP Continued)**

**Codes and Name/Explanations**

NO DISABILITY/DISABILITY NOT IDENTIFIED 122
SPEECH IMPAIRMENTS 122
HEARING IMPAIRMENTS 122
VISION IMPAIRMENTS 123
MISSING EXTREMITIES 123
NONPARALYTIC ORTHOPEDIC IMPAIRMENTS 124
PARTIAL PARALYSIS 124
COMPLETE PARALYSIS 125
OTHER IMPAIRMENTS 125

**DISABILITY (OLD HANDICAP Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| | **NO DISABILITY/DISABILITY NOT IDENTIFIED** |
| 01 | Disability not identified. Individual does not wish to have disability status officially recorded outside his/her medical records or the individual, in the agency's judgment, has misidentified himself/herself. |
| 04 | No Disability. No disability of the types listed in the codes below. Use only for employees whose accession was prior to October 1, 1987. |
| 05 | No Disability. |
| 06 | Disability not listed. |
| | **SPEECH IMPAIRMENTS** |
| 13 | Severe speech malfunctions or inability to speak, hearing is normal. Examples: defects of articulation (unclear speech sounds); stuttering; aphasia (impaired language function); laryngectomy (removal of the "voice-box"). |
| | **HEARING IMPAIRMENTS** |
| 15 | Hard of Hearing. Total deafness in one ear or inability to hear ordinary conversation, correctable with a hearing aid. |
| 16 | Total deafness in both ears, with understandable speech. |
| 17 | Total deafness in both ears, and unable to speak clearly. |

**DISABILITY (OLD HANDICAP Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| | **VISION IMPAIRMENTS** |
| 22 | Ability to read ordinary size print with glasses, but with loss of peripheral (side) vision. Restriction of the visual field to the extent that mobility is affected--"Tunnel vision." |
| 23 | Inability to read ordinary size print, not correctable by glasses. Can read oversized print or uses assisting devices such as glass or projector modifier. |
| 24 | Blind in one eye. |
| 25 | Blind in both eyes. No usable vision, but may have some light perception. |
| | **MISSING EXTREMITIES** |
| 27 | One hand. |
| 28 | One arm. |
| 29 | One foot. |
| 32 | One leg. |
| 33 | Both hands or arms. |
| 34 | Both feet or legs. |
| 35 | One hand or arm and one foot or leg. |
| 36 | One hand or arm and both feet or legs. |
| 37 | Both hands or arms and one foot or legs. |
| 38 | Both hands or arms and both feet or legs. |

**DISABILITY (OLD HANDICAP Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| | **NONPARALYTIC ORTHOPEDIC IMPAIRMENTS** |
| | Because of chronic pain, stiffness or weakness in bones or joints, there is some loss of ability to move or use a part or parts of the body. |
| 44 | One or both hands. |
| 45 | One or both feet. |
| 46 | One or both arms. |
| 47 | One or both legs. |
| 48 | Hip or pelvis. |
| 49 | Back. |
| 57 | Any combination of two or more parts of the body. |
| | **PARTIAL PARALYSIS** |
| | Because of a brain nerve, or muscle problem, including palsy and cerebral palsy, there is some loss of ability to move or use a part of the body, including legs, arms, and/or trunk. |
| 61 | One hand. |
| 62 | One arm, any part. |
| 63 | One leg, any part. |
| 64 | Both hands. |
| 65 | Both legs, any part. |
| 66 | Both arms, any part. |
| 67 | One side of body, including one arm and one leg. |
| 68 | Three or more major parts of the body (arms and legs). |

**DISABILITY (OLD HANDICAP Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| | **COMPLETE PARALYSIS** |
| | Because of a brain, nerve, or muscle problem, including palsy and cerebral palsy, there is a complete loss of ability to move or use a part of the body, including arms, legs and/or trunk. |
| 70 | One hand. |
| 71 | Both Hands |
| 72 | One Arm. |
| 73 | Both arms. |
| 74 | One leg. |
| 75 | Both legs. |
| 76 | Lower half of body including legs. |
| 77 | One side of body, including one arm and one leg. |
| 78 | Three or more major members of the body (arms and legs). |
| | **OTHER IMPAIRMENTS** |
| 80 | Heart disease with no restriction or limitation of activity. History of heart problems with complete recovery. |
| 81 | Heart disease with restriction or limitation of activity. |
| 82 | Convulsive disorder. Example: epilepsy. |
| 83 | Blood diseases. Example: sickle cell anemia, leukemia, hemophilia. |
| 84 | Diabetes. |
| 86 | Pulmonary or respiratory disorders. |
| 87 | Kidney dysfunction. Example: if dialysis (use of an artificial kidney machine) is required. |

**DISABILITY (OLD HANDICAP Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 88 | Cancer with complete recovery. A history of cancer with complete recovery. |
| 89 | Cancer. Undergoing surgical and/or medical treatment. |
| 90 | Mental retardation. A chronic and lifelong condition involving a limited ability to learn, to be educated, and to be trained for useful productive employment as certified by a State Vocational Rehabilitation agency under section 213.3102(t) of Schedule A. |
| 91 | Mental or emotional illness. A history of treatment for mental or emotional problems. |
| 92 | Severe distortion of limbs and/or spine. Examples: dwarfism, kyphosis (severe distortion of back). |
| 93 | Disfigurement of face, hands, or feet. Examples: distortion of features on skin, such as those caused by burns, gunshot, injuries, and birth defects (gross facial birth marks, club feet, etc). |
| 94 | Learning disability. A disorder in one or more of the processes involved in understanding, perceiving, or using language or concepts (spoken or written), e.g., dyslexia. |

## DUTY STATION

**Definition:** The location of an employee's official worksite.

**Responsible Organization:** General Services Administration, Public Buildings Service and Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds).

**Format:** TEXT_F(9)

**Note:**

Duty station names and codes can be found in the Duty Station File, which is available at Internet address http://www.opm.gov/feddata/guidance.asp. Note that the Office of Personnel Management (OPM) is responsible for the Duty Station File, while the General Services Administration (GSA) is responsible for maintenance of the code set and issuance of city codes. To ensure completeness of the OPM Duty Station File, which is used to verify the validity of duty stations reported to the OPM, requests for codes for personnel use should be directed to OPM at (202) 606-1162 or email address larry.wells@opm.gov for processing by GSA.

**DUTY STATION (Continued)**

**Note** (continued):

Following are the code set specifications:

(a) The first and second positions indicate the state (if the code is numeric) or the U.S. possession, U.S. administered area, or foreign country (if the code is alphabetic).

The state names and codes are in compliance with Federal Information Processing Standards Publication 5-2 (Codes for the Identification of the States, the District of Columbia and Outlying Areas of the United States, and Associated Areas), which is published by the National Institute of Standards and Technology (Department of Commerce ) and is available at Internet address http://www.itl.nist.gov/fipspubs.

The U.S. possession, U.S. administered area, and foreign country names and codes are in compliance with Federal Information Processing Standards Publication 10-4 (Countries, Dependencies, Areas of Special Sovereignty, and Their Principal Administrative Divisions), which is published by the National Institute of Standards and Technology (Department of Commerce) and is available at Internet address http://www.itl.nist.gov/fipspubs.

(b) The third through the sixth positions indicate the city.

(c) The seventh through the ninth positions indicate the U.S. county.

The county names and codes are in compliance with Federal Information Processing Standards Publication 6-4 (Counties and Equivalent Entities of the United States, Its Possessions, and Associated Areas), which is published by the National Institute of Standards and Technology (Department of Commerce) and is available at Internet address http://www.itl.nist.gov/fipspubs.

## EDUCATION LEVEL

| | |
|---|---|
| **Definition:** | The extent of an employee's educational attainment from an accredited institution. |
| **Responsible Organization:** | Department of Education, National Center for Education Statistics. |
| **Applicability:** | Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds, Personnel Actions Standard Form 50/52). |
| **Format:** | NUMBER_F(2) |

**EDUCATION LEVEL (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 01 | No formal education or some elementary school--did not complete. Elementary school means grades 1 through 8, or equivalent, not completed. |
| 02 | Elementary school completed--no high school. Grade 8 or equivalent completed. |
| 03 | Some high school--did not graduate. High school means grades 9 through 12, or equivalent. |
| 04 | High school graduate or certificate of equivalency. |
| 05 | Terminal occupational program--did not complete. Program extending beyond grade 12, usually no more than three years; designed to prepare students for immediate employment in an occupation or cluster of occupations; not designed as the equivalent of the first two or three years of a baccalaureate degree program. Includes cooperative training or apprenticeship consisting of formal classroom instruction coupled with on-the-job training. |
| 06 | Terminal occupational program--certificate of completion, diploma or equivalent. See code 05 above for definition of terminal occupational program. Two levels are recognized: (1) The technical and/or semi-professional level preparing technicians or semiprofessional personnel in engineering and nonengineering fields; and (2) the craftsman/clerical level training artisans, skilled operators, and clerical workers. |
| 07 | Some college--less than one year. Less than 30 semester hours completed. |
| 08 | One year college. 30-59 semester hours or 45-89 quarter hours completed. |
| 09 | Two years college. 60-89 semester hours or 90-134 quarter hours completed. |
| 10 | Associate Degree. 2-year college degree program completed. |
| 11 | Three years college. 90-119 semester hours or 135-179 quarter hours completed. |
| 12 | Four years college. 120 or more semester hours or 180 or more quarter hours completed--no baccalaureate (Bachelor's) degree. |

**EDUCATION LEVEL (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 13 | Bachelor's degree. Requires completion of at least four, but no more than five, years of academic work; includes Bachelor's degree conferred in a cooperative plan or program that provides for alternate class attendance and employment in business, industry, or government to allow student to combine actual work experience with college studies. |
| 14 | Post-Bachelor's. Some work beyond (at a higher level than) the Bachelor's degree but no additional higher degree. |
| 15 | First professional. Signifies the completion of academic requirements for selected professions that are based on programs requiring at least two academic years of previous college work for entrance and a total of at least six academic years of college work for completion, e.g., Dentistry (D.D.S. or D.M.D.), Law (LL. B. or J.D.), Medicine (M.D.), Theology (B.D.), Veterinary Medicine (D.V.M.), Chiropody or Podiatry (D.S.C. or D.P.), Optometry (O.D.), and Osteopathy (D.O.). |
| 16 | Post-first professional. Some work beyond (at a higher level than) the first professional degree but no additional higher degree. |
| 17 | Master's degree. For liberal arts and sciences customarily granted upon successful completion of one (sometimes two) academic years beyond the Bachelor's degree. In professional fields, an advanced degree beyond the first professional but below the Ph.D., e.g., the LL.M.; M.S. in surgery following the M.D.; M.S.D., Master of Science in Dentistry; M.S.W., Master of Social Work. |
| 18 | Post-Master's. Some work beyond (at a higher level than) the Master's degree but no additional higher degree. |
| 19 | Sixth-year degree. Includes such degrees as Advanced Certificate in Education, Advanced Master of Education, Advanced Graduate Certificate, Advanced Specialist in Education Certificate, Certificate of Advanced Graduate Study, Certificate of Advanced Study, Advanced Degree in Education, Specialist in Education, Licentiate in Philosophy, Specialist in Guidance and Counseling, Specialist in Art, Specialist in Science, Specialist in School Administration, Specialist in School Psychology, Licentiate in Sacred Theology. |

**EDUCATION LEVEL (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 20 | Post-sixth year. Some work beyond (at a higher level than) the sixth-year degree but no additional higher degree. |
| 21 | Doctorate degree. Includes such degrees as Doctor of Education, Doctor of Juridical Science, Doctor of Public Health, and the Ph.D. (or equivalent) in any field. Does not include a Doctor's degree that is a first professional degree, per code 15. |
| 22 | Post-Doctorate. Work beyond the Doctorate. |

## EFFECTIVE DATE OF PERSONNEL ACTION

| | |
|---|---|
| **Definition:** | The effective date of a personnel action. |
| **Responsible Organization:** | Office of Personnel Management, Office of the Chief Information Officer, Records Management. |
| **Applicability:** | Mandatory (Enterprise Human Resources Integration HR Dynamics data feed, Personnel Actions Standard Form 50/52). |
| **Format:** | DATE |

## EFFECTIVE DATE OF PERSONNEL ACTION BEING CORRECTED

| | |
|---|---|
| **Definition:** | The EFFECTIVE DATE OF PERSONNEL ACTION, previously submitted to the Central Personnel Data File, that is being corrected. |
| **Responsible Organization:** | Office of Personnel Management, Office of the Chief Information Officer, Records Management. |
| **Applicability:** | Mandatory (Enterprise Human Resources Integration HR Dynamics data feed). |
| **Format:** | DATE |

## EHRI EMPLOYEE ID

| | |
|---|---|
| **Definition:** | The unique number that EHRI will assign to an employee to identify employee records within the EHRI. |
| **Responsible Organization:** | Office of Personnel Management, Office of Modernization & Human Resources Line of Business, Enterprise Human Resources Integration (EHRI). |
| **Applicability:** | Mandatory (Enterprise Human Resources Integration HR Status, HR Dynamics, Payroll, Training, and Military Service Deposit data feeds). |
| **Format:** | NUMBER(20) |

**Note:**

This field is currently assigned and stored within EHRI and should be left blank by providers.

## ELIGIBILITY TO PARTICIPATE IN TELEWORK INDICATOR

**Definition:** Indicates the agency's determination of whether or not an employee is eligible to participate in telework. An employee is **eligible to participate** in telework if all of the following parameters are true:

- Since December 9, 2010, the employee has not been officially disciplined for being absent without permission for more than 5 days in any calendar year.
- Since December 9, 2010, the employee has not been officially disciplined for violations of subpart G of the Standards of Ethical Conduct for Employees of the Executive Branch for viewing, downloading, or exchanging pornography, including child pornography, on a Federal Government computer or while performing official Federal Government duties.
- Teleworking does **not** diminish the employee's performance or agency operations.
- Performance of the teleworking employee complies and continues to comply with the written telework agreement between the manager and that employee.
- The employee's official duties do not require on a FULL daily basis (ALL DAY, every work day):
  - direct handling of secure materials determined to be *in*appropriate for telework by the agency head; or
  - on-site activity that cannot be handled remotely or at an alternate worksite.
- The employee and/or the employee's position are not disqualified based on additional criteria established by the organization.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration HR Status).

**ELIGIBILITY TO PARTICIPATE IN TELEWORK INDICATOR (Continued)**

**Format:** VARCHAR(1)

**List of Valid Codes**

| Code | Name/Explanation |
|---|---|
| 1 | Eligible to participate in telework |
| 0 | Not eligible to participate in telework |

Note:

Telework is a work arrangement that allows an employee to perform work, during any part of regular, paid hours, at an approved alternative worksite (e.g., home, telework center). This definition of telework includes what is generally referred to as remote work but does not include any part of work done while on official travel or mobile work. See the following clarifications on remote and mobile work as telework.

*Telework includes:*
REMOTE: A work arrangement in which the employee resides and works at a location beyond the local commuting area of the employing organization's worksite. The arrangement generally includes full-time telework and may result in a change in duty location to the alternative worksite (e.g., home).

*Telework DOES NOT include:*
MOBILE: (1) Work which is characterized by routine and regular travel to conduct work in customer or other worksites as opposed to a single authorized alternative worksite. Examples include site audits, site inspections, investigations, property management, and work performed while commuting, traveling between worksites, or on Temporary Duty (TDY).

## EMPLOYEE NAME

**Definition:** The name by which a person is known or designated on all official transactions.

**Responsible Organization:** Office of Personnel Management, Planning & Policy Analysis.

**Applicability:** Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds, Personnel Actions Standard Form 50/52).

**Format:** TEXT_V(23)

**Note:**

Employee Name has no prescribed format. However, the preferred format is last name followed by a comma and a space, first name followed by a space, and middle name or initial. An example is "Smith, John A". Use Roman numerals to show a numeric surname suffix. Show "Smith the 3rd" as "Smith III,". The name should be left justified, with any unused positions blank.

## EMPLOYEE WORK EMAIL

| | |
|---|---|
| **Definition:** | Employee's work email address assigned by the employee's agency. |
| **Responsible Organization:** | Office of Personnel Management, Employee Services. |
| **Applicability:** | Mandatory (Enterprise Human Resources Integration HR Status data feed). |
| **Format:** | TEXT_V(60) |

## ETHNICITY AND RACE IDENTIFICATION

**Definition:** An employee's ethnicity and race identification.

**Responsible Organization:** Office of Personnel Management, Planning & Policy Analysis.

**Applicability:** Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds).

**Format:** NUMBER_F(6)

**Note:**

The data standard is applicable to accessions occurring on or after January 1, 2006, and is required for accessions occurring on or after July 1, 2006. For accessions occurring prior to July 1, 2006, the Race or National Origin data standard may continue to be used.

The data standard consists of one ethnicity category (Hispanic or Latino) and five race categories. All applicable categories may be selected, and at least one category must be selected. The code consists of six positions, one for each of the six categories:

(1) Hispanic or Latino. The first position pertains to Hispanic or Latino (a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race), where a numeric code of 1 indicates Hispanic or Latino and a numeric code of 0 indicates not Hispanic or Latino.

(2) American Indian or Alaska Native. The second position pertains to American Indian or Alaska Native (a person having origins in any of the original peoples of North and South America, including Central America, and who maintains tribal affiliation or community attachment), where a numeric code of 1 indicates American Indian or Alaska Native and a numeric code of 0 indicates not American Indian or Alaska Native.

**ETHNICITY AND RACE IDENTIFICATION (Continued)**

**Note** (continued):

(3) Asian. The third position pertains to Asian (a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam), where a numeric code of 1 indicates Asian and a numeric code of 0 indicates not Asian.

(4) Black or African American. The fourth position pertains to Black or African American (a person having origins in any of the black racial groups of Africa), where a numeric code of 1 indicates Black or African American and a numeric code of 0 indicates not Black or African American.

(5) Native Hawaiian or Other Pacific Islander. The fifth position pertains to Native Hawaiian or Other Pacific Islander (a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands), where a numeric code of 1 indicates Native Hawaiian or Other Pacific Islander and a numeric code of 0 indicates not Native Hawaiian or Other Pacific Islander.

(6) White. The sixth position pertains to White (a person having origins in any of the original peoples of Europe, the Middle East, or North Africa), where a numeric code of 1 indicates White and a numeric code of 0 indicates not White.

## FEDERAL EMPLOYEES' GROUP LIFE INSURANCE

| | |
|---|---|
| **Definition:** | An employee's coverage or noncoverage under the Federal Employees' Group Life Insurance (FEGLI) Program. |
| **Responsible Organization:** | Office of Personnel Management, Healthcare & Insurance. |
| **Applicability:** | Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds). |
| **Format:** | TEXT_F(2) |

**Note:**

Each Family Option multiple shown below is worth $5000 upon the death of the employee's spouse and $2500 upon the death of an eligible child.

**FEDERAL EMPLOYEES' GROUP LIFE INSURANCE (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| A0 | Ineligible for life insurance coverage. An employee in a position excluded from Federal Employees' Group Life Insurance coverage by law or regulation. |
| A1 | FEGLI coverage as an employee ended. Federal Employees' Group Life Insurance coverage as an employee ended due to completion of 12 months in nonpay status. Applicable even when employee remains in nonpay status with the agency but continues all or some of the Federal Employees' Group Life Insurance coverage as a compensationer while in receipt of workers' compensation. |
| B0 | Waived all life insurance. An employee has waived his/her right to all coverage under the Federal Employees' Group Life Insurance Program. |
| C0 | Basic only. |
| D0 | Basic plus Standard Option. |
| E1 | Basic plus Family Option with 1 times multiple. |
| E2 | Basic plus Family Option with 2 times multiple. |
| E3 | Basic plus Family Option with 3 times multiple. |
| E4 | Basic plus Family Option with 4 times multiple. |
| E5 | Basic plus Family Option with 5 times multiple. |
| F1 | Basic plus Standard Option and Family Option with 1 times multiple. |
| F2 | Basic plus Standard Option and Family Option with 2 times multiple. |
| F3 | Basic plus Standard Option and Family Option with 3 times multiple. |
| F4 | Basic plus Standard Option and Family Option with 4 times multiple. |
| F5 | Basic plus Standard Option and Family Option with 5 times multiple. |

**FEDERAL EMPLOYEES' GROUP LIFE INSURANCE (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| G0 | Basic plus Additional Option with 1 times pay. |
| H0 | Basic plus Additional Option with 1 times pay and Standard Option. |
| I1 | Basic plus Additional Option with 1 times pay and Family Option with 1 times multiple. |
| I2 | Basic plus Additional Option with 1 times pay and Family Option with 2 times multiple. |
| I3 | Basic plus Additional Option with 1 times pay and Family Option with 3 times multiple. |
| I4 | Basic plus Additional Option with 1 times pay and Family Option with 4 times multiple. |
| I5 | Basic plus Additional Option with 1 times pay and Family Option with 5 times multiple. |
| J1 | Basic plus Additional Option with 1 times pay, Standard Option, and Family Option with 1 times multiple. |
| J2 | Basic plus Additional Option with 1 times pay, Standard Option, and Family Option with 2 times multiple. |
| J3 | Basic plus Additional Option with 1 times pay, Standard Option, and Family Option with 3 times multiple. |
| J4 | Basic plus Additional Option with 1 times pay, Standard Option, and Family Option with 4 times multiple. |
| J5 | Basic plus Additional Option with 1 times pay, Standard Option, and Family Option with 5 times multiple. |
| K0 | Basic plus Additional Option with 2 times pay. |
| L0 | Basic plus Additional Option with 2 times pay and Standard Option. |

**FEDERAL EMPLOYEES' GROUP LIFE INSURANCE (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| M1 | Basic plus Additional Option with 2 times pay and Family Option with 1 times multiple. |
| M2 | Basic plus Additional Option with 2 times pay and Family Option with 2 times multiple. |
| M3 | Basic plus Additional Option with 2 times pay and Family Option with 3 times multiple. |
| M4 | Basic plus Additional Option with 2 times pay and Family Option with 4 times multiple. |
| M5 | Basic plus Additional Option with 2 times pay and Family Option with 5 times multiple. |
| N1 | Basic plus Additional Option with 2 times pay, Standard Option, and Family Option with 1 times multiple. |
| N2 | Basic plus Additional Option with 2 times pay, Standard Option, and Family Option with 2 times multiple. |
| N3 | Basic plus Additional Option with 2 times pay, Standard Option, and Family Option with 3 times multiple. |
| N4 | Basic plus Additional Option with 2 times pay, Standard Option, and Family Option with 4 times multiple. |
| N5 | Basic plus Additional Option with 2 times pay, Standard Option, and Family Option with 5 times multiple. |
| 90 | Basic plus Additional Option with 3 times pay. |
| P0 | Basic plus Additional Option with 3 times pay and Standard Option. |
| Q1 | Basic plus Additional Option with 3 times pay and Family Option with 1 times multiple. |

**FEDERAL EMPLOYEES' GROUP LIFE INSURANCE (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| Q2 | Basic plus Additional Option with 3 times pay and Family Option with 2 times multiple. |
| Q3 | Basic plus Additional Option with 3 times pay and Family Option with 3 times multiple. |
| Q4 | Basic plus Additional Option with 3 times pay and Family Option with 4 times multiple. |
| Q5 | Basic plus Additional Option with 3 times pay and Family Option with 5 times multiple. |
| R1 | Basic plus Additional Option with 3 times pay, Standard Option, and Family Option with 1 times multiple. |
| R2 | Basic plus Additional Option with 3 times pay, Standard Option, and Family Option with 2 times multiple. |
| R3 | Basic plus Additional Option with 3 times pay, Standard Option, and Family Option with 3 times multiple. |
| R4 | Basic plus Additional Option with 3 times pay, Standard Option, and Family Option with 4 times multiple. |
| R5 | Basic plus Additional Option with 3 times pay, Standard Option, and Family Option with 5 times multiple. |
| S0 | Basic plus Additional Option with 4 times pay. |
| T0 | Basic plus Additional Option with 4 times pay and Standard Option. |
| U1 | Basic plus Additional Option with 4 times pay and Family Option with 1 times multiple. |
| U2 | Basic plus Additional Option with 4 times pay and Family Option with 2 times multiple. |

**FEDERAL EMPLOYEES' GROUP LIFE INSURANCE (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| U3 | Basic plus Additional Option with 4 times pay and Family Option with 3 times multiple. |
| U4 | Basic plus Additional Option with 4 times pay and Family Option with 4 times multiple. |
| U5 | Basic plus Additional Option with 4 times pay and Family Option with 5 times multiple. |
| V1 | Basic plus Additional Option with 4 times pay, Standard Option, and Family Option with 1 times multiple. |
| V2 | Basic plus Additional Option with 4 times pay, Standard Option, and Family Option with 2 times multiple. |
| V3 | Basic plus Additional Option with 4 times pay, Standard Option, and Family Option with 3 times multiple. |
| V4 | Basic plus Additional Option with 4 times pay, Standard Option, and Family Option with 4 times multiple. |
| V5 | Basic plus Additional Option with 4 times pay, Standard Option, and Family Option with 5 times multiple. |
| W0 | Basic plus Additional Option with 5 times pay. |
| X0 | Basic plus Additional Option with 5 times pay and Standard Option. |
| Y1 | Basic plus Additional Option with 5 times pay and Family Option with 1 times multiple. |
| Y2 | Basic plus Additional Option with 5 times pay and Family Option with 2 times multiple. |
| Y3 | Basic plus Additional Option with 5 times pay and Family Option with 3 times multiple. |

**FEDERAL EMPLOYEES' GROUP LIFE INSURANCE (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| Y4 | Basic plus Additional Option with 5 times pay and Family Option with 4 times multiple. |
| Y5 | Basic plus Additional Option with 5 times pay and Family Option with 5 times multiple. |
| Z1 | Basic plus Additional Option with 5 times pay, Standard Option, and Family Option with 1 times multiple. |
| Z2 | Basic plus Additional Option with 5 times pay, Standard Option, and Family Option with 2 times multiple. |
| Z3 | Basic plus Additional Option with 5 times pay, Standard Option, and Family Option with 3 times multiple. |
| Z4 | Basic plus Additional Option with 5 times pay, Standard Option, and Family Option with 4 times multiple. |
| Z5 | Basic plus Additional Option with 5 times pay, Standard Option, and Family Option with 5 times multiple. |

## FEDERAL EMPLOYEES' GROUP LIFE INSURANCE FEGLI ELECTION EFFECTIVE DATE

| | |
|---|---|
| **Definition:** | Date on which the Federal Employees' Group Life Insurance (FEGLI) coverage is effective. |
| **Responsible Organization:** | Office of Personnel Management, Healthcare & Insurance. |
| **Applicability:** | Mandatory (Enterprise Human Resources Integration HR Status data feed). |
| **Format:** | DATE |

## FEDERAL EMPLOYEES' GROUP LIFE INSURANCE FEGLI LIFE CHANGE CODE

| | |
|---|---|
| **Definition:** | Code for the event that allows the employee/assignee to change Federal Employees' Group Life Insurance (FEGLI) coverage. |
| **Responsible Organization:** | Office of Personnel Management, Healthcare & Insurance. |
| **Applicability:** | Mandatory (Enterprise Human Resources Integration HR Status data feed). |
| **Format:** | TEXT_V(3) |

| **Code:** | **Name/Explanation:** |
|---|---|
| 01 | Physical: Approval of Request for Insurance (SF 2822) by the Office of Federal Employees' Group Life. |
| 02 | Life Event: Marriage, divorce, death of spouse or acquisition of an eligible child. |
| 03 | Employee is reinstated after a break in service of at least 180 days in a position that is not excluded from life insurance by law or regulation. |
| 04 | Employee returns to Federal Service after a break in service of at least 180 days in a position that is excluded from life insurance by law or regulation. |
| 05A | Employee initially waives or subsequently cancels life insurance coverage. |
| 05B | Employee (or if applicable, assignee(s)) elects to decrease optional coverage. |
| 06 | Open Enrollment Period. |

## FEDERAL EMPLOYEES' GROUP LIFE INSURANCE FEGLI LIFE EVENT DATE

| | |
|---|---|
| **Definition:** | Date on which the employee had a life event that allows the employee/assignee to change Federal Employees' Group Life Insurance (FEGLI) coverage. |
| **Responsible Organization:** | Office of Personnel Management, Healthcare & Insurance. |
| **Applicability:** | Mandatory (Enterprise Human Resources Integration HR Status data feed). |
| **Format:** | DATE |

## FEDERAL EMPLOYEES HEALTH BENEFITS (FEHB) EFFECTIVE DATE

| | |
|---|---|
| **Definition:** | Date on which the employee's current Federal Employees Health Benefits (FEHB) coverage is effective. |
| **Responsible Organization:** | Office of Personnel Management, Healthcare & Insurance. |
| **Applicability:** | Mandatory (Enterprise Human Resources Integration HR Dynamics data feed). |
| **Format:** | DATE |

**Note:**

Effective date is explicitly required since it may differ from the effective date of the personnel action described in this record.

## FEDERAL EMPLOYEES HEALTH BENEFITS (FEHB) EVENT CODE

| | |
|---|---|
| **Definition:** | Code for the event permitting the Federal Employees Health Benefits (FEHB) change for the employee. |
| **Responsible Organization:** | Office of Personnel Management, Healthcare & Insurance. |
| **Applicability:** | Mandatory (Enterprise Human Resources Integration HR Dynamics data feed). |
| **Format:** | TEXT_V(4) |

**Note:**

See the Federal Employees Health Benefits Handbook.

## FEDERAL EMPLOYEES HEALTH BENEFITS (FEHB) PLAN

**Definition:** The health benefits plan (carrier and enrollment category) in which an employee is currently enrolled.

**Responsible Organization:** Office of Personnel Management, Healthcare & Insurance.

**Applicability:** Mandatory (Enterprise Human Resources Integration HR Dynamics data feed).

**Format:** TEXT_F(3)

Note:
Current health plan names and codes (as well as additions, deletions, and changes from the previous year) can be found in the Payroll Office Letter that contains information about the Federal Employees' Health Benefits Program (published annually by the Retirement and Insurance Service, Office of Personnel Management).

The first two positions of the code indicate the health plan (AFGE, Blue Cross/Blue Shield, etc.). The third position indicates the enrollment category (self only, or self and family) and, if applicable, the option (high or low):

**Table 3: Health Plan Category/Option and Explanation**

| Category/ Option | Explanation |
|---|---|
| xx1 | Self only, high option (if plan also offers a low option).<br>Self only (if plan does not offer options). |
| xx2 | Self and family, high option (if plan also offers a low option).<br>Self and family (if plan does not offer options). |
| xx4 | Self only, low option. |
| xx5 | Self and family, low option. |

**SPECIAL CODES**

| Code | Explanation |
|---|---|
| ZZW | Agency-sponsored health plan. Employee enrolled in an agency-sponsored health plan that is not part of the Office of Personnel Management administered Federal Employees' Health Benefits Program. |
| ZZX | Pending. Employee has not elected coverage but is eligible to do so. |
| ZZY | Declined enrollment. Declined enrollment or canceled policy. |
| ZZZ | Not eligible. Not eligible for Federal employee health benefits. |

**FEDERAL EMPLOYEES HEALTH BENEFITS FEHB ELECTION EFFECTIVE DATE**

| | |
|---|---|
| **Definition:** | Date on which the employee's current Federal Employees Health Benefits (FEHB) coverage is effective. |
| **Responsible Organization:** | Office of Personnel Management, Healthcare & Insurance. |
| **Applicability:** | Mandatory (Enterprise Human Resources Integration HR Status data feed). |
| **Format:** | DATE |

## FEGLI ASSIGNMENT INDICATOR

| | |
|---|---|
| **Definition:** | 5 CFR 870.101: Assign and assignment refer to an individual's irrevocable transfer to another individual, corporation, or trustee all ownership of FEGLI coverage (except Option C). Option C may not be assigned. |
| **Responsible Organization:** | Office of Personnel Management, Healthcare & Insurance. |
| **Applicability:** | Mandatory (Enterprise Human Resources Integration HR Dynamics data feed). |
| **Format:** | TEXT(1) |

| **Code:** | **Name/Explanation:** |
|---|---|
| Y | Yes |
| N | No |

## FEGLI POST-ELECTION BASIC INSURANCE AMOUNT

**Definition:** 5 CFR 870.203: The post-election basic insurance amount of an individual who elects a Living Benefit is the amount of insurance left after the full or partial election. This amount is the individual's post-election BIA. This is **NOT** the amount of the living benefit (See below). The post-election BIA cannot change after the effective date of a Living Benefit election.

**Living Benefit** – 5 CFR 870.1102: An employee may elect to receive either: (i) A full Living Benefit, which is all of his/her Basic insurance, or (ii) A partial Living Benefit, which is a portion of his/her Basic insurance, in a multiple of $1,000. (2) An annuitant or compensationer may only elect to receive a full Living Benefit.

**Responsible Organization:** Office of Personnel Management, Healthcare & Insurance.

**Applicability:** Mandatory (Enterprise Human Resources Integration HR Dynamics data feed).

**Format:** DECIMAL(9,2)

**Note:**

Populated when Living Benefits Partial NOA code (806) is provided.

## FERS COVERAGE

| | |
|---|---|
| **Definition:** | The indicator of how an employee came to be covered under the Federal Employees' Retirement System (FERS). |
| **Responsible Organization:** | Office of Personnel Management, Retirement Services. |
| **Applicability:** | Mandatory (Enterprise Human Resources Integration HR Status data feed, Personnel Actions Standard Form 50/52). |
| **Format:** | TEXT_F(1) |

| **Code:** | **Name/Explanation:** |
|---|---|
| A | Automatically covered by FERS (0.8/1.3% deduction) or FERS-Revised Annuity Employee (RAE) (3.1/3.6% deductions). Employee assigned FERS coverage without so choosing. (FERS-primarily, but not exclusively, employees hired after December 31, 1983 and/or before January 1st 2013.) (FERS-RAE-primarily, employees hired after December 31, 2012 with less than 5 years of prior creditable civilian service.) |
| E | Elected coverage under FERS. Employee chose FERS coverage (primarily, but not exclusively, employees with 5 or more years of service as of January 1, 1987). |

## FLSA CATEGORY

| | |
|---|---|
| **Definition:** | The status of a Federal civilian employee under the authority of Section 13 of the Fair Labor Standards Act (29 U.S.C. 213), as amended. |
| **Responsible Organization:** | Office of Personnel Management, Employee Services. |
| **Applicability:** | Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds, Personnel Actions Standard Form 50/52). |
| **Format:** | TEXT_F(1) |

| **Code:** | **Name/Explanation:** |
|---|---|
| E | Exempt employee. An employee who is exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act. |
| N | Nonexempt employee. An employee who is subject to the minimum wage and overtime provisions of the Fair Labor Standards Act. |

## FROZEN SERVICE

**Definition:** The total years and months of civilian and military service that is creditable in a Civil Service Retirement System (CSRS) component of a FERS employee (RETIREMENT PLAN codes K, L, M, and N), or, in the case of a CSRS Offset employee (RETIREMENT PLAN codes C and E), the service that would be included in a CSRS component if the employee ever becomes covered by FERS.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds).

**Format:** NUMBER_F(4)

**Note:**

The first and second positions indicate the number of years (00-99). The third and fourth positions indicate the number of months (00-11). For example, 5 years and 3 months should be shown as 0503. Five years and no months should be shown as 0500. No years and no months should be shown as 0000. If the data element is not applicable to an employee, all four positions should be blank.

## FUNCTIONAL CLASSIFICATION

| | |
|---|---|
| **Definition:** | An employee's primary work function as a scientist or engineer. |
| **Responsible Organization:** | National Science Foundation, Government Studies Group. |
| **Applicability:** | Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds). |
| **Format:** | NUMBER_F(2) |

**Note:**

The functional classification rests on the principle that the coding of positions to categories will be done on the basis of the function in which the individual is "primarily engaged." The primary function is the single functional category which occupies the largest proportion of the employee's time or which best reflects a combination of functions in terms of the paramount requirements of the job.

The object is to capture, insofar as practical, what a person does. For example, a person who is primarily engaged in designing equipment for a testing program should be coded to Design and not to Test and Evaluation. A person who is primarily engaged in providing expert advice and consultation to others (in different agencies, or States, or foreign governments, etc.) on data collection, should be coded to Technical Assistance and Consulting and not to Data Collection, Processing, and Analysis.

Because of the myriad of different ways in which work is organized in the Federal Government, the categories are not completely discrete. The categories by and large consist of aggregates of subfunctions or activities. Cost estimating, for example, is defined as a subfunction of other functions such as Development and Planning. Similarly, analysis of data, which is defined as a subfunction of Data Collection, Processing, and Analysis, is also performed as a part of Research and other functions. (Even an activity like planning, which constitutes a functional category by itself, may be performed as an integral part of the work of other categories).

**FUNCTIONAL CLASSIFICATION (Continued)**

**Note** (continued):

The coding of a person primarily engaged in an activity which is a subfunction of more than one functional category should be guided by the work relationships. Cost estimating which is part of the design process should be coded to Design; cost estimating which is a part of the construction process should be coded to Construction. Analysis of data which is an integral part of Research should be coded to Research. In cases like these, selection of the proper category depends upon the purpose and setting of the individual's work.

Separate categories are not provided for each of the activities carried out in the Federal Government. Examples of activities for which a separate category was not established are frequency allocation, valuation engineering, patent examining, and operations research. Generally, these activities are specialized and represent small populations. Data on those that are identified as separate occupations (patent examining and operations research) can be obtained from the Office of Personnel Management's occupational statistics. Jobs in specialized activities such as these should be coded, if possible, to the most appropriate category provided (e.g., patent examination to Regulatory Enforcement and Licensing).

It is fully recognized that there are many "mixed" functional positions. Wherever possible, the use of "Other--Not Elsewhere Classified" should be avoided. Coding of mixed jobs should be guided by the functional category which is most significant in terms of proportion of time or the qualifications required to perform the work successfully. Coding of mixed function positions to "Other--Not Elsewhere Classified" should be limited to those jobs of such generalized nature that no one functional category predominates.

Many positions, particularly in Research and Development, are mixed in that the employee performs over a period of time a sequence of functions such as research, development, production, etc. Coding of such jobs should be done on the basis of the primary function over a reasonable period of time, generally about a year. (Change in primary function which occurs at the end of one or several year periods should of course result in a change in the coding of the job).

Persons engaged in supervision of a function are to be included in the count of those engaged in performing the function.

**FUNCTIONAL CLASSIFICATION (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 00 | Not applicable. Employee is not in one of the occupations to which the functional classifications must be applied. |
| 11 | Research. Systematic, critical, intensive investigation directed toward the development of new or fuller scientific knowledge of the subject studied. It may be with or without reference to a specific application. The work involves theoretical, taxonomic, and experimental investigations or simulation of experiments and conditions to: (1) Determine the nature, magnitude, and interrelationships of natural and social phenomena and processes, (2) Create or develop theoretical or experimental means of investigating such phenomena or processes; and (3) Develop the principles, criteria, methods and a body of data of general applicability for use by others.<br><br>Excluded from this category is work concerned primarily with the administration and monitoring of research contracts and research grants. |
| 12 | Research contract and grant administration. The administration and monitoring of research contracts and research grants. |
| 13 | Development. Systematic application of scientific knowledge directed toward the creation of new or substantially improved equipment, materials, instrumentation, devices, systems, mathematical models, processes, techniques, and procedures which will perform a useful function or be suitable for a particular duty.<br><br>The work involves such activities as: (1) Establishing requirements for technical objectives and characteristics; (2) Devising and evaluating concepts for design approaches, including: criteria, parameters, characteristics, and interrelationships; (3) Experimenting, investigating, and testing to produce new data, mathematical models, or methods to test concepts, formulate design criteria, and measure and predict natural and social phenomena and performance; (4) Designing and developing prototypes, breadboards, and engineering models including the direction of their fabrication as required; (5)Developing standards and test plans to assure reliability; and (6) Managing specific developments being executed in-house or under contract. |

**FUNCTIONAL CLASSIFICATION (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| | Development, like research, advances the state of the art, but it is further characterized by the creation of specific end-items in the form of equipment or equipment systems ("hardware" development) and/or methodologies, mathematical models, procedures and techniques ("software" development). |
| 14 | Test and evaluation. The testing of equipment, materials, devices, components, systems and methodologies under controlled conditions and the systematic evaluation of test data to determine the degree of compliance of the test item with predetermined criteria and requirements. This work is characterized by the development and application of test plans to be carried out in-house or under contract or grant, utilizing one or more of the following kinds of tests: physical measurement techniques; controlled laboratory, shop, and field (demonstration) trials; and simulated environmental techniques.<br><br>This category includes: (1) Development testing to determine the suitability of the test item for use in its environment; (2) Production and post-production testing to determine operational readiness; (3) Testing in regulatory programs to determine compliance with laws, regulations and standards; and (4) Testing in the social sciences using demonstration or experimental and control groups to determine the effectiveness of new methodologies or practices. |
| 21 | Design. The planning, synthesis, and portrayal for purposes of fabrication or construction of structures, equipment, materials, facilities, devices, and processes which will perform a useful function or be suitable for a certain duty.<br><br>The work involves such activities as: (1)Investigating, analyzing, and determining needs and design considerations; (2) Planning, synthesizing, and proportioning the structure or mechanism so that the result is achieved with safety and economy; (3) Preparing design criteria, detailed designs, specifications, cost estimates, and operating instructions; and (4) Reviewing and evaluating design proposals and designs prepared by others including the management of architectural and engineering contracts.<br><br>For present purposes, design in a research and development organization is the application of the known state of the art in the form of standard guidelines and references to prepare the detailed working plans and data required for fabrication, assembly, and production. |

**FUNCTIONAL CLASSIFICATION (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 22 | Construction. The original erection, repair, and improvement of structures that provide shelter for people and activities, support transportation systems, and control natural resources.<br><br>The work involves surveillance and control of construction operations carried out in-house or under Federal grants, contracts, or loans through such activities as: (1) Conducting site surveys; (2) Reviewing and interpreting project plans and specifications; (3) Making cost analyses and estimates; (4) Laying out and scheduling operations; (5) Investigating materials, methods, and construction problems; (6) Negotiating with utilities, contractors, and agencies involved; and (7) Inspecting work in progress and completed work and final acceptance of completed work. |
| 23 | Production. The fabrication and manufacture of structures, equipment, materials, machines and devices. The work involves surveillance and control of production operations carried out in-house or under contract through such activities as: (1) Planning, directing, controlling, inspecting, and evaluating production processes, equipment, and facilities; (2) Refining designs to adapt them to production facilities and processes; and (3) Devising, applying, and monitoring procedures to measure and assure quality. |
| 24 | Installation, operations and maintenance. The installing, assembling, integrating, and assuring of proper technical operation and functioning of systems, facilities, machinery and equipment.<br><br>The work involves such activities as: (1) Analyzing operating and environmental conditions in order to provide design inputs and feedbacks and modifying designs as necessary to adapt them to actual environments; (2) Developing and determining logistic requirements, documentation, technical plans, procedures, controls and instructions; (3) Equipping, supplying, and commissioning facilities; (4) Analyzing performance and cost data and developing actual performance and cost data requirements, (5) Integrating equipment installation and operating schedules; (6) Managing onsite an operating facility such as a power plant, test range, mission control center, irrigation station, data acquisition station, or flight control station; and (7) Managing installation, operations, or maintenance contracts. |

**FUNCTIONAL CLASSIFICATION (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 31 | Data collection, processing, and analysis. This category includes the collection, processing, and analysis of general purpose scientific data describing natural and social phenomena. General purpose scientific data include newly gathered statistics, observations, instrument readings, measurements, specimens, and other facts obtained from such activities as statistical and field surveys, exploration, laboratory analyses, photogrammetry, and compilations of operating records for use by others.<br><br>The work involves such activities as: (1) Determining data needs and data processing requirements; (2) Planning, directing, and evaluating collection activities performed in-house or under contract; (3) Designing overall processing plans and systems to handle, control, operate, manipulate, reduce, store, check, and retrieve data; (4) Analyzing raw and processed data for validity and subject-matter interpretation; (5) Providing analytic services such as chemical analyses; (6) Forecasting and projecting data and conditions; and (7) Summarizing and presenting data for general use.<br><br>Excluded from this category are collection and analysis of data only for research and development projects and internal operating or administrative purposes such as policy formulation and planning. |
| 32 | Scientific and technical information. The processing and dissemination of published and unpublished technical documents and information on work in progress and completed work to facilitate their use. The work involves developing and implementing information systems through such activities as: (1) Providing for the selection, acquisition, compilation, exchange, and storage of scientific and technical information; (2) Cataloging, abstracting, and indexing information for retrieval and dissemination; (3) Providing reference, literature search and bibliographic services for information users; (4) Interpreting, evaluating, and briefing on the significance and relevance of information; (5) Disseminating information through briefings, technical publications, and other communications media; and (6) Classifying and declassifying technical information where use must be controlled in the national interest. |

**FUNCTIONAL CLASSIFICATION (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 41 | Standards and specifications. The preparation and determination of mandatory and/or voluntary standards including rules, regulations, and codes.<br><br>These standards are for purposes of: (1) Government regulation and (2) The assuring of the acceptability, quality, and/or standardization of products, materials, and parts as required for design, production, purchasing, logistics, and documentation.<br><br>The work involves the development of performance criteria, test and inspection methods, and data for the application of the standards to technological products and services. |
| 42 | Regulatory enforcement and licensing. The application and enforcement of laws, rules, regulations, orders, and governmental agreements through inspection, investigation, surveillance, licensing, certification, and similar activities. The work includes such activities as: (1) Licensing powerplants and radio stations; (2)Enforcing plant or animal disease eradication programs; (3) Examining applications for patents; (4) Inspecting operations for compliance with requirements; (5) Approving utility rates and services; (6) Investigating aircraft accidents; (7) Allocating radio frequencies; and (8) Determining compliance with engineering aspects of Federal tax laws. |
| 51 | Natural resource operations. The development and utilization of Federally-owned and trust lands and natural resources for the purposes of bringing current use into balance with natural processes of renewal to assure sustained yields to meet present and future public needs. Natural resources include land, air, and water and their related products or uses, such as soil, minerals, forage, wildlife, power, and recreation. The work involves implementing programs and projects to inventory, classify, utilize, improve, conserve, regulate, protect, sell, lease, or market natural resources. Resource operations as defined here are concerned with managing and conserving the land and resources in a specified geographic area. |
| 81 | Clinical practice, counseling, and ancillary medical services. The provision of direct clinical and related services to patients and clients including examination, testing, diagnosis, treatment, therapy, casework, counseling, disability evaluation, and related patient care services. |

**FUNCTIONAL CLASSIFICATION (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 91 | Planning. The study and projection of present and future needs and the formulation of alternative policies and ways of meeting these needs for the utilization of: Land; natural, social, industrial, material and manpower resources; physical facilities; and social and economic services and programs. The work involves: (1) Gathering, compiling, analyzing, and evaluating data; (2) Projecting needs and establishing goals; (3) Developing single or alternative plans, policies, programs, and recommendations and measures of their economic, social, and political costs, benefits, and feasibility; and (4) Reevaluating progress to assure that plan objectives are realized in putting the plans into effect.<br><br>This category includes physical, economic, and social planning for land population centers and missions, policy, and program planning. |
| 92 | Management. The direction and control of scientific and engineering programs in any one or combination of functions in a line or staff capacity with responsibilities that have a direct and substantial effect on the organizations and programs managed. The work involves decisions, actions, and recommendations that establish the basic content and character of the programs directed in terms of program objectives and priorities, program initiation and content, funding, and allocation of organizational resources.<br><br>This category is not intended to cover those primarily engaged in the supervision or monitoring of work carried out through contracts and grants or in contract and grants administration. Such positions are to be coded to the appropriate function. |
| 93 | Teaching and training. The teaching of scientific and technical subjects; the education and training of scientific and technical personnel in-house and through programs consisting of fellowships, traineeships, and training grants, and the development of curricula and training materials and aids. |
| 94 | Technical assistance and consulting. The provision of scientific and technical expert assistance, consultation, and advice to other scientific personnel; foreign governments, government agencies at the Federal, State, or Local level; private industry; organized groups, and individuals. The work involves advising upon and promoting application of the results of research and specialized program knowledge. |

**FUNCTIONAL CLASSIFICATION (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 99 | Other--Not elsewhere classified. This category is to be used for: (1) Positions with highly specialized activities which are not covered in any of the categories; (2) Positions of such generalized nature that a primary function cannot be identified; and (3) Trainee positions for which functional assignments have not been made. |

## GRADE, LEVEL, CLASS, RANK, OR PAY BAND

**Definition:** An indicator of hierarchical relationships among positions covered by the same pay plan or system.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds, Personnel Actions Standard Form 50/52)

**Format:** TEXT_F(2)

**Note:**

Except for code 00 (not applicable), the grade/level/ class/rank/pay band name for a numeric code is the same as that of the code. Thus grade/level/class/rank/pay band 1 has a code of 01, grade/level/class/rank/pay band 2 has a code of 02, and so forth. Note that Arabic numbers are used for the code even though a name may use Roman numerals. Thus level I has a code of 01, level II has a code of 02, and so forth.

Note that, although most grade/level/class/rank/pay band codes are numeric, some are alphanumeric. The grade/level/class/rank/pay band name for an alphanumeric code is dependent on the pay plan to which it belongs. Along with numeric code 00, following is a list of the alphanumeric codes used by more than one agency, and the pay plans to which the codes belong.

Part A: **Human Resources**

| **Code:** | **Name/Explanation:** |
|---|---|
| 00 | Not applicable |
| | AF (AMERICAN FAMILY MEMBERS) |
| AA | Grade AA |
| BB | Grade BB |
| CC | Grade CC |
| DD | Grade DD |
| EE | Grade EE |
| | FA (FOREIGN SERVICE CHIEFS OF MISSION) |
| CA | Career ambassador |
| CM | Career minister |
| MC | Minister counselor |
| NC | Noncareer |
| OC | Counselor |
| | FE (SENIOR FOREIGN SERVICE) |
| CA | Career ambassador |
| CM | Career minister |
| MC | Minister counselor |
| OC | Counselor |
| | FP (FOREIGN SERVICE PERSONNEL) |
| AA | Grade AA |
| BB | Grade BB |
| CC | Grade CC |
| DD | Grade DD |
| EE | Grade EE |
| | GG (GRADES SIMILAR TO GENERAL SCHEDULE) |
| SL | Senior Level |

**HEALTH PLAN (Continued)**

## HYPOTHETICAL FULL-TIME REGULAR TOUR OF DUTY FOR PART-TIME EMPLOYEES

**Definition:** Number of hours in a pay period that the employee would be scheduled to work if the employee's work schedule were full-time instead of part-time – usually 80 hours.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration HR Dynamics data feed).

**Format:** DECIMAL(9,2)

**Note:**

This is used to compute retirement benefit for part-time employees. This represents the number of hours generally considered to comprise a full-time schedule for the employee's particular employment group or class. This will usually be 80 hours for a bi-weekly pay period. There are, however, a few exceptions where the number of hours that comprise a full-time schedule may be higher or lower than 80 hours.

See CSRS and FERS Handbook, section 81A2.2-1-C.1.

## INSTRUCTIONAL PROGRAM

| | |
|---|---|
| **Definition:** | An employee's major field of study. |
| **Responsible Organization:** | Department of Education, National Center for Education Statistics. |
| **Applicability:** | Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds, Personnel Actions Standard Form 50/52). |
| **Format:** | NUMBER_F(6) |

**Note:**

This data element is only applicable with an EDUCATION LEVEL code of 06, 10, 13, or higher. Otherwise, the positions should be blank.

The National Center for Education Statistics maintains comprehensive implementation and other user information about the Classification of Instructional Programs (CIP) from which these codes and names/explanations are drawn on their website at http://nces.ed.gov/ipeds/cipcode/default.aspx?y=55.

**INSTRUCTIONAL PROGRAM (Continued)**

**Codes and Name/Explanations**

AGRICULTURE, AGRICULTURE OPERATIONS, AND RELATED SCIENCES 178
NATURAL RESOURCES AND CONSERVATION 180
ARCHITECTURE AND RELATED SERVICES 181
AREA, ETHNIC, CULTURAL, GENDER AND GROUP STUDIES 181
COMMUNICATION, JOURNALISM AND RELATED PROGRAMS 183
COMMUNICATIONS TECHNOLOGIES/TECHNICIANS AND SUPPORT SERVICES 183
COMPUTER AND INFORMATION SCIENCES AND SUPPORT SERVICES 184
PERSONAL AND CULINARY SERVICES 185
EDUCATION 186
ENGINEERING 190
ENGINEERING TECHNOLOGIES AND ENGINEERING-RELATED FIELDS 191
FOREIGN LANGUAGES, LITERATURES, AND LINGUISTICS 194
FAMILY AND CONSUMER SCIENCES/HUMAN SCIENCES 196
LEGAL PROFESSIONS AND STUDIES 198
ENGLISH LANGUAGE AND LITERATURE/LETTERS 198
LIBERAL ARTS AND SCIENCES, GENERAL STUDIES AND HUMANITIES 199
LIBRARY SCIENCE 199
BIOLOGICAL AND BIOMEDICAL SCIENCES 199
MATHEMATICS AND STATISTICS 202
MILITARY SCIENCE, LEADERSHIP AND OPERATIONAL ART 203
MILITARY TECHNOLOGIES AND APPLIED SCIENCES 204
MULTI/INTERDISCIPLINARY STUDIES 205
PARKS, RECREATION, LEISURE, AND FITNESS STUDIES 206
BASIC SKILLS AND DEVELOPMENTAL/REMEDIAL EDUCATION 206
CITIZENSHIP ACTIVITIES 207
HEALTH-RELATED KNOWLEDGE AND SKILLS 207
INTERPERSONAL AND SOCIAL SKILLS 207
LEISURE AND RECREATIONAL ACTIVITIES 207
PERSONAL AWARENESS AND SELF-IMPROVEMENT 208
PHILOSOPHY AND RELIGIOUS STUDIES 208
THEOLOGY AND RELIGIOUS VOCATIONS 209
PHYSICAL SCIENCES 210
SCIENCE TECHNOLOGIES/TECHNICIANS 211
PSYCHOLOGY 212
HOMELAND SECURITY, LAW ENFORCEMENT, FIREFIGHTING AND RELATED PROTECTIVE SERVICES 213
PUBLIC ADMINISTRATION AND SOCIAL SERVICE PROFESSIONS 214

SOCIAL SCIENCES 214
CONSTRUCTION TRADES 216
MECHANIC AND REPAIR TECHNOLOGIES/TECHNICIANS 217
PRECISION PRODUCTION 218
TRANSPORTATION AND MATERIALS MOVING 219
VISUAL AND PERFORMING ARTS 219
HEALTH PROFESSIONS AND RELATED PROGRAMS 221
BUSINESS, MANAGEMENT, MARKETING, AND RELATED SUPPORT SERVICES 229
HIGH SCHOOL/SECONDARY DIPLOMAS AND CERTIFICATES 232
HISTORY 233
RESIDENCY PROGRAMS 233

**INSTRUCTIONAL PROGRAM (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| | **AGRICULTURE, AGRICULTURE OPERATIONS, AND RELATED SCIENCES** |
| 010000 | Agriculture, General |
| 010101 | Agricultural Business and Management, General |
| 010102 | Agribusiness/Agricultural Business Operations |
| 010103 | Agricultural Economics |
| 010104 | Farm/Farm and Ranch Management |
| 010105 | Agricultural/Farm Supplies Retailing and Wholesaling |
| 010106 | Agricultural Business Technology |
| 010199 | Agricultural Business and Management, Other |
| 010201 | Agricultural Mechanization, General |
| 010204 | Agricultural Power Machinery Operation |
| 010205 | Agricultural Mechanics and Equipment/Machine Technology |
| 010299 | Agricultural Mechanization, Other |
| 010301 | Agricultural Production Operations, General |
| 010302 | Animal/Livestock Husbandry and Production |
| 010303 | Aquaculture |
| 010304 | Crop Production |
| 010306 | Dairy Husbandry and Production |
| 010307 | Horse Husbandry/Equine Science and Management |
| 010308 | Agroecology And Sustainable Agriculture |
| 010309 | Viticulture And Enology |
| 010399 | Agricultural Production Operations, Other |
| 010401 | Agricultural and Food Products Processing |
| 010504 | Dog/Pet/Animal Grooming |
| 010505 | Animal Training |
| 010507 | Equestrian/Equine Studies |
| 010508 | Taxidermy/Taxidermist |
| 010599 | Agricultural And Domestic Animal Services, Other |
| 010601 | Applied Horticulture/Horticulture Operations, General |
| 010603 | Ornamental Horticulture |

**INSTRUCTIONAL PROGRAM (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 010604 | Greenhouse Operations and Management |
| 010605 | Landscaping and Groundskeeping |
| 010606 | Plant Nursery Operations and Management |
| 010607 | Turf and Turfgrass Management |
| 010608 | Floriculture/Floristry Operations and Management |
| 010699 | Applied Horticulture/Horticultural Business Services, Other |
| 010701 | International Agriculture |
| 010801 | Agricultural and Extension Education Services |
| 010802 | Agricultural Communications/Journalism |
| 010899 | Agricultural Public Services, Other |
| 010901 | Animal Sciences, General |
| 010902 | Agricultural Animal Breeding |
| 010903 | Animal Health |
| 010904 | Animal Nutrition |
| 010905 | Dairy Science |
| 010906 | Livestock Management |
| 010907 | Poultry Science |
| 010999 | Animal Sciences, Other |
| 011001 | Food Science |
| 011002 | Food Technology and Processing |
| 011099 | Food Science and Technology, Other |
| 011101 | Plant Sciences, General |
| 011102 | Agronomy and Crop Science |
| 011103 | Horticultural Science |
| 011104 | Agricultural and Horticultural Plant Breeding |
| 011105 | Plant Protection and Integrated Pest Management |
| 011106 | Range Science and Management |
| 011199 | Plant Sciences, Other |
| 011201 | Soil Science and Agronomy, General |
| 011202 | Soil Chemistry and Physics |
| 011203 | Soil Microbiology |

**INSTRUCTIONAL PROGRAM (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 011299 | Soil Sciences, Other |
| 019999 | Agriculture, Agriculture Operations, and Related Sciences, Other |
| | **NATURAL RESOURCES AND CONSERVATION** |
| 030101 | Natural Resources/Conservation, General |
| 030103 | Environmental Studies |
| 030104 | Environmental Science |
| 030199 | Natural Resources Conservation and Research, Other |
| 030201 | Natural Resources Management and Policy |
| 030204 | Natural Resource Economics |
| 030205 | Water, Wetlands, and Marine Resources Management |
| 030206 | Land Use Planning and Management/Development |
| 030207 | Natural Resource Recreation And Tourism |
| 030208 | Natural Resources Law Enforcement And Protective Services |
| 030299 | Natural Resources Management and Policy, Other |
| 030301 | Fishing and Fisheries Sciences and Management |
| 030501 | Forestry, General |
| 030502 | Forest Sciences and Biology |
| 030506 | Forest Management/Forest Resources Management |
| 030508 | Urban Forestry |
| 030509 | Wood Science and Wood Products/Pulp and Paper Technology |
| 030510 | Forest Resources Production and Management |
| 030511 | Forestry Technology/Technician |
| 030599 | Forestry, Other |
| 030601 | Wildlife, Fish And Wildlands Science And Management |
| 039999 | Natural Resources and Conservation, Other |

**INSTRUCTIONAL PROGRAM (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| | **ARCHITECTURE AND RELATED SERVICES** |
| 040201 | Architecture |
| 040301 | City/Urban, Community and Regional Planning |
| 040401 | Environmental Design/Architecture |
| 040501 | Interior Architecture |
| 040601 | Landscape Architecture |
| 040801 | Architectural History and Criticism, General |
| 040901 | Architectural Technology/Technician |
| 040902 | Architectural And Building Sciences/Technology |
| 040999 | Architectural Sciences And Technology, Other |
| 041001 | Real Estate Development |
| 049999 | Architecture and Related Services, Other |
| | **AREA, ETHNIC, CULTURAL, GENDER AND GROUP STUDIES** |
| 050101 | African Studies |
| 050102 | American/United States Studies/Civilization |
| 050103 | Asian Studies/Civilization |
| 050104 | East Asian Studies |
| 050105 | Russian, Central European, East European And Eurasian Studies |
| 050106 | European Studies/Civilization |
| 050107 | Latin American Studies |
| 050108 | Near and Middle Eastern Studies |
| 050109 | Pacific Area/Pacific Rim Studies |
| 050110 | Russian Studies |
| 050111 | Scandinavian Studies |
| 050112 | South Asian Studies |
| 050113 | Southeast Asian Studies |
| 050114 | Western European Studies |
| 050115 | Canadian Studies |

**INSTRUCTIONAL PROGRAM (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 050116 | Balkans Studies |
| 050117 | Baltic Studies |
| 050118 | Slavic Studies |
| 050119 | Caribbean Studies |
| 050120 | Ural-Altaic and Central Asian Studies |
| 050121 | Commonwealth Studies |
| 050122 | Regional Studies (US, Canadian, Foreign) |
| 050123 | Chinese Studies |
| 050124 | French Studies |
| 050125 | German Studies |
| 050126 | Italian Studies |
| 050127 | Japanese Studies |
| 050128 | Korean Studies |
| 050129 | Polish Studies |
| 050130 | Spanish and Iberian Studies |
| 050131 | Tibetan Studies |
| 050132 | Ukraine Studies |
| 050133 | Irish Studies |
| 050134 | Latin American And Caribbean Studies |
| 050199 | Area Studies, Other |
| 050200 | Ethnic Studies |
| 050201 | African-American/Black Studies |
| 050202 | American Indian/Native American Studies |
| 050203 | Hispanic-American, Puerto Rican, and Mexican- American/Chicano Studies |
| 050206 | Asian-American Studies |
| 050207 | Women's Studies |
| 050208 | Gay/Lesbian Studies |
| 050209 | Folklore Studies |
| 050210 | Disability Studies |
| 050211 | Deaf Studies |
| 050299 | Ethnic, Cultural Minority, Gender, And Group Studies, Other |

**INSTRUCTIONAL PROGRAM (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| | **COMMUNICATION, JOURNALISM AND RELATED PROGRAMS** |
| 090100 | Communication, General |
| 090101 | Speech Communication And Rhetoric |
| 090102 | Mass Communication/Media Studies |
| 090199 | Mass Communication and Media Studies, Other |
| 090401 | Journalism |
| 090402 | Broadcast Journalism |
| 090404 | Photojournalism |
| 090499 | Journalism, Other |
| 090701 | Radio and Television |
| 090702 | Digital Communication and Media/Multimedia |
| 090799 | Radio, Television, and Digital Communication, Other |
| 090900 | Public Relations, Advertising, And Applied Communication |
| 090901 | Organizational Communication, General |
| 090902 | Public Relations/Image Management |
| 090903 | Advertising |
| 090904 | Political Communication |
| 090905 | Health Communication |
| 090906 | Sports Communication |
| 090907 | International And Intercultural Communication |
| 090908 | Technical And Scientific Communication |
| 090999 | Public Relations, Advertising, and Applied Communication, Other |
| 091001 | Publishing |
| 099999 | Communication, Journalism, and Related Programs, Other |
| | **COMMUNICATIONS TECHNOLOGIES/TECHNICIANS AND SUPPORT SERVICES** |
| 100105 | Communications Technology/Technician |
| 100201 | Photographic and Film/Video Technology/Technician and Assistant |
| 100202 | Radio and Television Broadcasting Technology/Technician |

**INSTRUCTIONAL PROGRAM (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 100203 | Recording Arts Technology/Technician |
| 100299 | Audiovisual Communications Technologies/Technicians, Other |
| 100301 | Graphic Communications, General |
| 100302 | Printing Management |
| 100303 | Prepress/Desktop Publishing and Digital Imaging Design |
| 100304 | Animation, Interactive Technology, Video Graphics and Special Effects |
| 100305 | Graphic and Printing Equipment Operator, General Production |
| 100306 | Platemaker/Imager |
| 100307 | Printing Press Operator |
| 100308 | Computer Typography and Composition Equipment Operator |
| 100399 | Graphic Communications, Other |
| 109999 | Communications Technologies/Technicians and Support Services, Other |
| | **COMPUTER AND INFORMATION SCIENCES AND SUPPORT SERVICES** |
| 110101 | Computer and Information Sciences, General |
| 110102 | Artificial Intelligence |
| 110103 | Information Technology |
| 110104 | Informatics |
| 110199 | Computer and Information Sciences, Other |
| 110201 | Computer Programming/Programmer, General |
| 110202 | Computer Programming Special Applications |
| 110203 | Computer Programming, Vendor/Product Certification |
| 110299 | Computer Programming, Other |
| 110301 | Data Processing and Data Processing Technology/Technician |
| 110401 | Information Science/Studies |
| 110501 | Computer Systems Analysis/Analyst |
| 110601 | Data Entry/Microcomputer Applications, General |
| 110602 | Word Processing |
| 110699 | Data Entry/Microcomputer Applications, Other |

**INSTRUCTIONAL PROGRAM (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 110701 | Computer Science |
| 110801 | Web Page, Digital/Multimedia and Information Resources Design |
| 110802 | Data Modeling/Warehousing and Database Administration |
| 110803 | Computer Graphics |
| 110804 | Modeling, Virtual Environments And Simulation |
| 110899 | Computer Software and Media Applications, Other |
| 110901 | Computer Systems Networking and Telecommunications |
| 111001 | Network And System Administration/Administrator |
| 111002 | System, Networking, and LAN/WAN Management/Manager |
| 111003 | Computer And Information Systems Security/Information Assurance |
| 111004 | Web/Multimedia Management and Webmaster |
| 111005 | Information Technology Project Management |
| 111006 | Computer Support Specialist |
| 111099 | Computer/Information Technology Services Administration and Management, Other |
| 119999 | Computer and Information Sciences and Support Services, Other |

**PERSONAL AND CULINARY SERVICES**

| | |
|---|---|
| 120301 | Funeral Service and Mortuary Science, General |
| 120302 | Funeral Direction/Service |
| 120303 | Mortuary Science and Embalming/Embalmer |
| 120399 | Funeral Service and Mortuary Science, Other |
| 120401 | Cosmetology/Cosmetologist, General |
| 120402 | Barbering/Barber |
| 120404 | Electrolysis/Electrology and Electrolysis Technician |
| 120406 | Make-Up Artist/Specialist |
| 120407 | Hair Styling/Stylist and Hair Design |
| 120408 | Facial Treatment Specialist/Facialist |
| 120409 | Aesthetician/Esthetician and Skin Care Specialist |
| 120410 | Nail Technician/Specialist and Manicurist |
| 120411 | Permanent Cosmetics/Makeup and Tattooing |

**INSTRUCTIONAL PROGRAM (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 120412 | Salon/Beauty Salon Management/Manager |
| 120413 | Cosmetology, Barber/Styling, and Nail Instructor |
| 120414 | Master Aesthetician/Esthetician |
| 120499 | Cosmetology and Related Personal Grooming Arts, Other |
| 120500 | Cooking and Related Culinary Arts, General |
| 120501 | Baking and Pastry Arts/Baker/Pastry Chef |
| 120502 | Bartending/Bartender |
| 120503 | Culinary Arts/Chef Training |
| 120504 | Restaurant, Culinary, and Catering Management/Manager |
| 120505 | Food Preparation/Professional Cooking/Kitchen Assistant |
| 120506 | Meat Cutting/Meat Cutter |
| 120507 | Food Service, Waiter/Waitress, and Dining Room Management/Manager |
| 120508 | Institutional Food Workers |
| 120509 | Culinary Science/Culinology |
| 120510 | Wine Steward/Sommelier |
| 120599 | Culinary Arts and Related Services, Other |
| 129999 | Personal and Culinary Services, Other |
| | **EDUCATION** |
| 130101 | Education, General |
| 130201 | Bilingual and Multilingual Education |
| 130202 | Multicultural Education |
| 130203 | Indian/Native American Education |
| 130299 | Bilingual, Multilingual, and Multicultural Education, Other |
| 130301 | Curriculum and Instruction |
| 130401 | Educational Leadership and Administration, General |
| 130402 | Administration of Special Education |
| 130403 | Adult and Continuing Education Administration |
| 130404 | Educational, Instructional, and Curriculum Supervision |

**INSTRUCTIONAL PROGRAM (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 130406 | Higher Education/Higher Education Administration |
| 130407 | Community College Education |
| 130408 | Elementary and Middle School Administration/Principalship |
| 130409 | Secondary School Administration/Principalship |
| 130410 | Urban Education and Leadership |
| 130411 | Super-intendency and Educational System Administration |
| 130499 | Educational Administration and Supervision, Other |
| 130501 | Educational/Instructional Technology |
| 130601 | Educational Evaluation and Research |
| 130603 | Educational Statistics and Research Methods |
| 130604 | Educational Assessment, Testing, and Measurement |
| 130607 | Learning Sciences |
| 130699 | Educational Assessment, Evaluation, and Research, Other |
| 130701 | International and Comparative Education |
| 130901 | Social and Philosophical Foundations of Education |
| 131001 | Special Education and Teaching, General |
| 131003 | Education Education/Teaching Of Individuals With Hearing Impairments Including Deafness |
| 131004 | Education/Teaching of the Gifted and Talented |
| 131005 | Education/Teaching of Individuals with Emotional Disturbances |
| 131006 | Education/Teaching of Individuals with Mental Retardation |
| 131007 | Education/Teaching of Individuals with Multiple Disabilities |
| 131008 | Education/Teaching of Individuals with Orthopedic and Other Physical Health Impairments |
| 131009 | Education/Teaching Of Individuals With Vision Impairments Including Blindness |
| 131011 | Education/Teaching of Individuals with Specific Learning Disabilities |
| 131012 | Education/Teaching of Individuals with Speech or Language Impairments |
| 131013 | Education/Teaching of Individuals with Autism |
| 131014 | Education/Teaching of Individuals Who are Developmentally Delayed |
| 131015 | Education/Teaching of Individuals in Early Childhood Special Education Programs |
| 131016 | Education/Teaching of Individuals with Traumatic Brain Injuries |

**INSTRUCTIONAL PROGRAM (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 131017 | Education/Teaching Of Individuals In Elementary Special Education Programs |
| 131018 | Education/Teaching Of Individuals In Junior High/Middle School Special Education Programs |
| 131019 | Education/Teaching Of Individuals In Secondary Special Education Programs |
| 131099 | Special Education and Teaching, Other |
| 131101 | Counselor Education/School Counseling and Guidance Services |
| 131102 | College Student Counseling and Personnel Services |
| 131199 | Student Counseling and Personnel Services, Other |
| 131201 | Adult and Continuing Education and Teaching |
| 131202 | Elementary Education and Teaching |
| 131203 | Junior High/Intermediate/Middle School Education and Teaching |
| 131205 | Secondary Education and Teaching |
| 131206 | Teacher Education, Multiple Levels |
| 131207 | Montessori Teacher Education |
| 131208 | Waldorf/Steiner Teacher Education |
| 131209 | Kindergarten/Preschool Education and Teaching |
| 131210 | Early Childhood Education and Teaching |
| 131299 | Teacher Education and Professional Development, Specific Levels and Methods, Other |
| 131301 | Agricultural Teacher Education |
| 131302 | Art Teacher Education |
| 131303 | Business Teacher Education |
| 131304 | Driver and Safety Teacher Education |
| 131305 | English/Language Arts Teacher Education |
| 131306 | Foreign Language Teacher Education |
| 131307 | Health Teacher Education |
| 131308 | Family and Consumer Sciences/Home Economics Teacher Education |
| 131309 | Technology Teacher Education/Industrial Arts Teacher Education |
| 131310 | Sales and Marketing Operations/Marketing and Distribution Teacher Education |
| 131311 | Mathematics Teacher Education |
| 131312 | Music Teacher Education |
| 131314 | Physical Education Teaching and Coaching |

**INSTRUCTIONAL PROGRAM (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 131315 | Reading Teacher Education |
| 131316 | Science Teacher Education/General Science Teacher Education |
| 131317 | Social Science Teacher Education |
| 131318 | Social Studies Teacher Education |
| 131319 | Technical Teacher Education |
| 131320 | Trade and Industrial Teacher Education |
| 131321 | Computer Teacher Education |
| 131322 | Biology Teacher Education |
| 131323 | Chemistry Teacher Education |
| 131324 | Drama and Dance Teacher Education |
| 131325 | French Language Teacher Education |
| 131326 | German Language Teacher Education |
| 131327 | Health Occupations Teacher Education |
| 131328 | History Teacher Education |
| 131329 | Physics Teacher Education |
| 131330 | Spanish Language Teacher Education |
| 131331 | Speech Teacher Education |
| 131332 | Geography Teacher Education |
| 131333 | Latin Teacher Education |
| 131334 | School Librarian/School Library Media Specialist |
| 131335 | Psychology Teacher Education |
| 131337 | Earth Science Teacher Education |
| 131338 | Environmental Education |
| 131399 | Teacher Education and Professional Development, Specific Subject Areas, Other |
| 131401 | Teaching English as a Second or Foreign Language/ESL Language Instructor |
| 131402 | Teaching French as a Second or Foreign Language |
| 131499 | Teaching English or French as a Second or Foreign Language, Other |
| 131501 | Teacher Assistant/Aide |
| 131502 | Adult Literacy Tutor/Instructor |
| 131599 | Teaching Assistants/Aides, Other |
| 139999 | Education, Other |

**INSTRUCTIONAL PROGRAM (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| | **ENGINEERING** |
| 140101 | Engineering, General |
| 140102 | Pre-Engineering |
| 140201 | Aerospace Aerospace, Aeronautical And Astronautical/Space Engineering |
| 140301 | Agricultural Engineering |
| 140401 | Architectural Engineering |
| 140501 | Bioengineering And Biomedical Engineering |
| 140601 | Ceramic Sciences and Engineering |
| 140701 | Chemical Engineering |
| 140702 | Chemical And Biomolecular Engineering |
| 140799 | Chemical Engineering, Other |
| 140801 | Civil Engineering, General |
| 140802 | Geotechnical And Geoenvironmental Engineering |
| 140803 | Structural Engineering |
| 140804 | Transportation and Highway Engineering |
| 140805 | Water Resources Engineering |
| 140899 | Civil Engineering, Other |
| 140901 | Computer Engineering, General |
| 140902 | Computer Hardware Engineering |
| 140903 | Computer Software Engineering |
| 140999 | Computer Engineering, Other |
| 141001 | Electrical And Electronics Engineering |
| 141003 | Laser And Optical Engineering |
| 141004 | Telecommunications Engineering |
| 141099 | Electrical, Electronics And Communications Engineering, Other |
| 141101 | Engineering Mechanics |
| 141201 | Engineering Physics/Applied Physics |
| 141301 | Engineering Science |
| 141401 | Environmental/Environmental Health Engineering |
| 141801 | Materials Engineering |
| 141901 | Mechanical Engineering |

**INSTRUCTIONAL PROGRAM (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 142001 | Metallurgical Engineering |
| 142101 | Mining and Mineral Engineering |
| 142201 | Naval Architecture and Marine Engineering |
| 142301 | Nuclear Engineering |
| 142401 | Ocean Engineering |
| 142501 | Petroleum Engineering |
| 142701 | Systems Engineering |
| 142801 | Textile Sciences and Engineering |
| 143201 | Polymer/Plastics Engineering |
| 143301 | Construction Engineering |
| 143401 | Forest Engineering |
| 143501 | Industrial Engineering |
| 143601 | Manufacturing Engineering |
| 143701 | Operations Research |
| 143801 | Surveying Engineering |
| 143901 | Geological/Geophysical Engineering |
| 144001 | Paper Science And Engineering |
| 144101 | Electromechanical Engineering |
| 144201 | Mechatronics, Robotics, And Automation Engineering |
| 144301 | Biochemical Engineering |
| 144401 | Engineering Chemistry |
| 144501 | Biological/Biosystems Engineering |
| 149999 | Engineering, Other |
| | **ENGINEERING TECHNOLOGIES AND ENGINEERING-RELATED FIELDS** |
| 150000 | Engineering Technology, General |
| 150101 | Architectural Engineering Technology/Technician |
| 150201 | Civil Engineering Technology/Technician |
| 150303 | Electrical, Electronic and Communications Engineering Technology/Technician |
| 150304 | Laser and Optical Technology/Technician |

**INSTRUCTIONAL PROGRAM (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 150305 | Telecommunications Technology/Technician |
| 150306 | Integrated Circuit Design |
| 150399 | Electrical and Electronic Engineering Technologies/Technicians, Other |
| 150401 | Biomedical Technology/Technician |
| 150403 | Electromechanical Technology/Electromechanical Engineering Technology |
| 150404 | Instrumentation Technology/Technician |
| 150405 | Robotics Technology/Technician |
| 150406 | Automation Engineer Technology/Technician |
| 150499 | Electromechanical and Instrumentation and Maintenance Technologies/Technicians, Other |
| 150501 | Heating, Ventilation, Air Conditioning And Refrigeration Engineering Technology/Technician |
| 150503 | Energy Management and Systems Technology/Technician |
| 150505 | Solar Energy Technology/Technician |
| 150506 | Water Quality and Wastewater Treatment Management and Recycling Technology/Technician |
| 150507 | Environmental Engineering Technology/Environmental Technology |
| 150508 | Hazardous Materials Management and Waste Technology/Technician |
| 150599 | Environmental Control Technologies/Technicians, Other |
| 150607 | Plastics And Polymer Engineering Technology/Technician |
| 150611 | Metallurgical Technology/Technician |
| 150612 | Industrial Technology/Technician |
| 150613 | Manufacturing Engineering Technology/Technician |
| 150614 | Welding Engineering Technology/Technician |
| 150615 | Chemical Engineering Technology/Technician |
| 150616 | Semiconductor Manufacturing Technology |
| 150699 | Industrial Production Technologies/Technicians, Other |
| 150701 | Occupational Safety and Health Technology/Technician |
| 150702 | Quality Control Technology/Technician |
| 150703 | Industrial Safety Technology/Technician |
| 150704 | Hazardous Materials Information Systems Technology/Technician |

**INSTRUCTIONAL PROGRAM (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 150799 | Quality Control and Safety Technologies/Technicians, Other |
| 150801 | Aeronautical/Aerospace Engineering Technology/Technician |
| 150803 | Automotive Engineering Technology/Technician |
| 150805 | Mechanical Engineering/Mechanical Technology/Technician |
| 150899 | Mechanical Engineering Related Technologies/Technicians, Other |
| 150901 | Mining Technology/Technician |
| 150903 | Petroleum Technology/Technician |
| 150999 | Mining and Petroleum Technologies/Technicians, Other |
| 151001 | Construction Engineering Technology/Technician |
| 151102 | Surveying Technology/Surveying |
| 151103 | Hydraulics and Fluid Power Technology/Technician |
| 151199 | Engineering-Related Technologies, Other |
| 151201 | Computer Engineering Technology/Technician |
| 151202 | Computer Technology/Computer Systems Technology |
| 151203 | Computer Hardware Technology/Technician |
| 151204 | Computer Software Technology/Technician |
| 151299 | Computer Engineering Technologies/Technicians, Other |
| 151301 | Drafting and Design Technology/Technician, General |
| 151302 | CAD/CADD Drafting and/or Design Technology/Technician |
| 151303 | Architectural Drafting and Architectural CAD/CADD |
| 151304 | Civil Drafting and Civil Engineering CAD/CADD |
| 151305 | Electrical/Electronics Drafting and Electrical/Electronics CAD/CADD |
| 151306 | Mechanical Drafting and Mechanical Drafting CAD/CADD |
| 151399 | Drafting/Design Engineering Technologies/Technicians, Other |
| 151401 | Nuclear Engineering Technology/Technician |
| 151501 | Engineering/Industrial Management |
| 151502 | Engineering Design |
| 151503 | Packaging Science |
| 151599 | Engineering-Related Fields, Other |
| 151601 | Nanotechnology |
| 159999 | Engineering Technologies And Engineering-Related Fields, Other |

**INSTRUCTIONAL PROGRAM (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| | **FOREIGN LANGUAGES, LITERATURES, AND LINGUISTICS** |
| 160101 | Foreign Languages and Literatures, General |
| 160102 | Linguistics |
| 160103 | Language Interpretation and Translation |
| 160104 | Comparative Literature |
| 160105 | Applied Linguistics |
| 160199 | Linguistic, Comparative, and Related Language Studies and Services, Other |
| 160201 | African Languages, Literatures, and Linguistics |
| 160300 | East Asian Languages, Literatures, and Linguistics, General |
| 160301 | Chinese Language and Literature |
| 160302 | Japanese Language and Literature |
| 160303 | Korean Language and Literature |
| 160304 | Tibetan Language and Literature |
| 160399 | East Asian Languages, Literatures, and Linguistics, Other |
| 160400 | Slavic Languages, Literatures, and Linguistics, General |
| 160401 | Baltic Languages, Literatures, and Linguistics |
| 160402 | Russian Language and Literature |
| 160404 | Albanian Language and Literature |
| 160405 | Bulgarian Language and Literature |
| 160406 | Czech Language and Literature |
| 160407 | Polish Language and Literature |
| 160408 | Bosnian, Serbian, And Croatian Languages And Literatures |
| 160409 | Slovak Language and Literature |
| 160410 | Ukrainian Language and Literature |
| 160499 | Slavic, Baltic, and Albanian Languages, Literatures, and Linguistics, Other |
| 160500 | Germanic Languages, Literatures, and Linguistics, General |
| 160501 | German Language and Literature |
| 160502 | Scandinavian Languages, Literatures, and Linguistics |
| 160503 | Danish Language and Literature |
| 160504 | Dutch/Flemish Language and Literature |
| 160505 | Norwegian Language and Literature |

**INSTRUCTIONAL PROGRAM (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 160506 | Swedish Language and Literature |
| 160599 | Germanic Languages, Literatures, and Linguistics, Other |
| 160601 | Modern Greek Language and Literature |
| 160700 | South Asian Languages, Literatures, and Linguistics, General |
| 160701 | Hindi Language and Literature |
| 160702 | Sanskrit and Classical Indian Languages, Literatures, and Linguistics |
| 160704 | Bengali Language and Literature |
| 160705 | Punjabi Language And Literature |
| 160706 | Tamil Language and Literature |
| 160707 | Urdu Language and Literature |
| 160799 | South Asian Languages, Literatures, and Linguistics, Other |
| 160801 | Iranian Languages, Literatures, And Linguistics |
| 160900 | Romance Languages, Literatures, and Linguistics, General |
| 160901 | French Language and Literature |
| 160902 | Italian Language and Literature |
| 160904 | Portuguese Language and Literature |
| 160905 | Spanish Language and Literature |
| 160906 | Romanian Language and Literature |
| 160907 | Catalan Language and Literature |
| 160908 | Hispanic And Latin American Languages, Literatures, And Linguistics, General |
| 160999 | Romance Languages, Literatures, and Linguistics, Other |
| 161001 | American Indian/Native American Languages, Literatures, and Linguistics |
| 161100 | Middle/Near Eastern And Semitic Languages, Literatures, And Linguistics, General |
| 161101 | Arabic Language and Literature |
| 161102 | Hebrew Language And Literature |
| 161103 | Ancient Near Eastern and Biblical Languages, Literatures and Linguistics |
| 161199 | Middle/Near Eastern and Semitic Languages, Literatures, and Linguistics, Other |
| 161200 | Classics and Classical Languages, Literatures, and Linguistics, General |
| 161202 | Ancient/Classical Greek Language and Literature |
| 161203 | Latin Language and Literature |

**INSTRUCTIONAL PROGRAM (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 161299 | Classics and Classical Languages, Literatures, and Linguistics, Other |
| 161301 | Celtic Languages, Literatures, and Linguistics |
| 161400 | Southeast Asian Languages, Literatures, and Linguistics, General |
| 161401 | Australian/Oceanic/Pacific Languages, Literatures, and Linguistics |
| 161402 | Indonesian/Malay Languages And Literatures |
| 161403 | Burmese Language and Literature |
| 161404 | Filipino/Tagalog Language and Literature |
| 161405 | Khmer/Cambodian Language and Literature |
| 161406 | Lao Language And Literature |
| 161407 | Thai Language and Literature |
| 161408 | Vietnamese Language and Literature |
| 161499 | Southeast Asian and Australasian/Pacific Languages, Literatures, and Linguistics, Other |
| 161501 | Turkish Language and Literature |
| 161502 | Uralic Languages, Literatures, And Linguistics |
| 161503 | Hungarian/Magyar Language and Literature |
| 161504 | Mongolian Language and Literature |
| 161599 | Turkic, Uralic-Altaic, Caucasian, And Central Asian Languages, Literatures, And Linguistics, Other |
| 161601 | American Sign Language (ASL) |
| 161602 | Linguistics of ASL and Other Sign Languages |
| 161603 | Sign Language Interpretation and Translation |
| 161699 | American Sign Language, Other |
| 169999 | Foreign Languages, Literatures, and Linguistics, Other |

**FAMILY AND CONSUMER SCIENCES/HUMAN SCIENCES**

| | |
|---|---|
| 190000 | Work and Family Studies |
| 190101 | Family and Consumer Sciences/Human Sciences, General |
| 190201 | Business Family and Consumer Sciences/Human Sciences |
| 190202 | Family and Consumer Sciences/Human Sciences Communication |
| 190203 | Consumer Merchandising/Retailing Management |

**INSTRUCTIONAL PROGRAM (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 190299 | Family and Consumer Sciences/Human Sciences Business Services, Other |
| 190401 | Family Resource Management Studies, General |
| 190402 | Consumer Economics |
| 190403 | Consumer Services and Advocacy |
| 190499 | Family and Consumer Economics and Related Services, Other |
| 190501 | Foods, Nutrition, and Wellness Studies, General |
| 190504 | Human Nutrition |
| 190505 | Foodservice Systems Administration/Management |
| 190599 | Foods, Nutrition, and Related Services, Other |
| 190601 | Housing and Human Environments, General |
| 190604 | Facilities Planning and Management |
| 190605 | Home Furnishings and Equipment Installers |
| 190699 | Housing and Human Environments, Other |
| 190701 | Human Development and Family Studies, General |
| 190702 | Adult Development and Aging |
| 190704 | Family Systems |
| 190706 | Child Development |
| 190707 | Family and Community Services |
| 190708 | Child Care and Support Services Management |
| 190709 | Child Care Provider/Assistant |
| 190710 | Developmental Services Worker |
| 190799 | Human Development, Family Studies, and Related Services, Other |
| 190901 | Apparel and Textiles, General |
| 190902 | Apparel and Textile Manufacture |
| 190904 | Textile Science |
| 190905 | Apparel and Textile Marketing Management |
| 190906 | Fashion and Fabric Consultant |
| 190999 | Apparel and Textiles, Other |
| 199999 | Family and Consumer Sciences/Human Sciences, Other |

**INSTRUCTIONAL PROGRAM (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| | **LEGAL PROFESSIONS AND STUDIES** |
| 220000 | Legal Studies, General |
| 220001 | Pre-Law Studies |
| 220101 | Law |
| 220201 | Advanced Legal Research/Studies, General |
| 220202 | Programs For Foreign Lawyers |
| 220203 | American/Us Law/Legal Studies/Jurisprudence |
| 220204 | Canadian Law/Legal Studies/Jurisprudence |
| 220205 | Banking, Corporate, Finance, And Securities Law |
| 220206 | Comparative Law |
| 220207 | Energy, Environment, And Natural Resources Law |
| 220208 | Health Law |
| 220209 | International Law And Legal Studies |
| 220210 | International Business, Trade, And Tax Law |
| 220211 | Tax Law/Taxation |
| 220212 | Intellectual Property Law |
| 220299 | Legal Research and Advanced Professional Studies, Other |
| 220301 | Legal Administrative Assistant/Secretary |
| 220302 | Legal Assistant/Paralegal |
| 220303 | Court Reporting/Court Reporter |
| 220399 | Legal Support Services, Other |
| 229999 | Legal Professions and Studies, Other |
| | **ENGLISH LANGUAGE AND LITERATURE/LETTERS** |
| 230101 | English Language and Literature, General |
| 231301 | Writing, General |
| 231302 | Creative Writing |
| 231303 | Professional, Technical, Business, And Scientific Writing |
| 231304 | Rhetoric And Composition |
| 231399 | Rhetoric And Composition/Writing Studies, Other |

**INSTRUCTIONAL PROGRAM (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 231401 | General Literature |
| 231402 | American Literature (United States) |
| 231403 | American Literature (Canadian) |
| 231404 | English Literature (British And Commonwealth) |
| 231405 | Children's And Adolescent Literature |
| 231499 | Literature, Other |
| 239999 | English Language and Literature/Letters, Other |
| | **LIBERAL ARTS AND SCIENCES, GENERAL STUDIES AND HUMANITIES** |
| 240101 | Liberal Arts and Sciences/Liberal Studies |
| 240102 | General Studies |
| 240103 | Humanities/Humanistic Studies |
| 240199 | Liberal Arts and Sciences, General Studies and Humanities, Other |
| | **LIBRARY SCIENCE** |
| 250101 | Library And Information Science |
| 250102 | Children And Youth Library Services |
| 250103 | Archives/Archival Administration |
| 250199 | Library Science And Administration, Other |
| 250301 | Library And Archives Assisting |
| 259999 | Library Science, Other |
| | **BIOLOGICAL AND BIOMEDICAL SCIENCES** |
| 260101 | Biology/Biological Sciences, General |
| 260102 | Biomedical Sciences, General |
| 260202 | Biochemistry |
| 260203 | Biophysics |
| 260204 | Molecular Biology |

**INSTRUCTIONAL PROGRAM (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 260205 | Molecular Biochemistry |
| 260206 | Molecular Biophysics |
| 260207 | Structural Biology |
| 260208 | Photobiology |
| 260209 | Radiation Biology/Radiobiology |
| 260210 | Biochemistry And Molecular Biology |
| 260299 | Biochemistry, Biophysics and Molecular Biology, Other |
| 260301 | Botany/Plant Biology |
| 260305 | Plant Pathology/Phytopathology |
| 260307 | Plant Physiology |
| 260308 | Plant Molecular Biology |
| 260399 | Botany/Plant Biology, Other |
| 260401 | Cell/Cellular Biology and Histology |
| 260403 | Anatomy |
| 260404 | Developmental Biology and Embryology |
| 260406 | Cell/Cellular and Molecular Biology |
| 260407 | Cell Biology and Anatomy |
| 260499 | Cell/Cellular Biology and Anatomical Sciences, Other |
| 260502 | Microbiology, General |
| 260503 | Medical Microbiology and Bacteriology |
| 260504 | Virology |
| 260505 | Parasitology |
| 260506 | Mycology |
| 260507 | Immunology |
| 260508 | Microbiology And Immunology |
| 260599 | Microbiological Sciences and Immunology, Other |
| 260701 | Zoology/Animal Biology |
| 260702 | Entomology |
| 260707 | Animal Physiology |

**INSTRUCTIONAL PROGRAM (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 260708 | Animal Behavior and Ethology |
| 260709 | Wildlife Biology |
| 260799 | Zoology/Animal Biology, Other |
| 260801 | Genetics, General |
| 260802 | Molecular Genetics |
| 260803 | Microbial and Eukaryotic Genetics |
| 260804 | Animal Genetics |
| 260805 | Plant Genetics |
| 260806 | Human/Medical Genetics |
| 260807 | Genome Sciences/Genomics |
| 260899 | Genetics, Other |
| 260901 | Physiology, General |
| 260902 | Molecular Physiology |
| 260903 | Cell Physiology |
| 260904 | Endocrinology |
| 260905 | Reproductive Biology |
| 260907 | Cardiovascular Science |
| 260908 | Exercise Physiology |
| 260909 | Vision Science/Physiological Optics |
| 260910 | Pathology/Experimental Pathology |
| 260911 | Oncology and Cancer Biology |
| 260912 | Aerospace Physiology And Medicine |
| 260999 | Physiology, Pathology, and Related Sciences, Other |
| 261001 | Pharmacology |
| 261002 | Molecular Pharmacology |
| 261003 | Neuropharmacology |
| 261004 | Toxicology |
| 261005 | Molecular Toxicology |
| 261006 | Environmental Toxicology |
| 261007 | Pharmacology and Toxicology |
| 261099 | Biometry/Biometrics |
| 261102 | Biostatistics |

**INSTRUCTIONAL PROGRAM (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 261103 | Bioinformatics |
| 261104 | Computational Biology |
| 261199 | Biomathematics, Bioinformatics, And Computational Biology, Other |
| 261201 | Biotechnology |
| 261301 | Ecology |
| 261302 | Marine Biology and Biological Oceanography |
| 261303 | Evolutionary Biology |
| 261304 | Aquatic Biology/Limnology |
| 261305 | Environmental Biology |
| 261306 | Population Biology |
| 261307 | Conservation Biology |
| 261308 | Systematic Biology/Biological Systematics |
| 261309 | Epidemiology |
| 261310 | Ecology And Evolutionary Biology |
| 261399 | Ecology, Evolution, Systematics and Population Biology, Other |
| 261401 | Molecular Medicine |
| 261501 | Neuroscience |
| 261502 | Neuroanatomy |
| 261503 | Neurobiology And Anatomy |
| 261504 | Neurobiology And Behavior |
| 261599 | Neurobiology And Neurosciences, Other |
| 269999 | Biological and Biomedical Sciences, Other |

**MATHEMATICS AND STATISTICS**

| | |
|---|---|
| 270101 | Mathematics, General |
| 270102 | Algebra and Number Theory |
| 270103 | Analysis and Functional Analysis |
| 270104 | Topology and Foundations |
| 270199 | Mathematics, Other |
| 270301 | Applied Mathematics, General |

**INSTRUCTIONAL PROGRAM (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 270303 | Computational Mathematics |
| 270304 | Computational And Applied Mathematics |
| 270305 | Financial Mathematics |
| 270306 | Mathematical Biology |
| 270399 | Applied Mathematics, Other |
| 270501 | Statistics, General |
| 270502 | Mathematical Statistics and Probability |
| 270503 | Mathematics And Statistics |
| 270599 | Statistics, Other |
| 279999 | Mathematics and Statistics, Other |
| | **MILITARY SCIENCE, LEADERSHIP AND OPERATIONAL ART** |
| 280101 | Air Force JROTC/ROTC |
| 280199 | Air Force ROTC, Air Science And Operations, Other |
| 280301 | Army JROTC/ROTC |
| 280399 | Army ROTC, Military Science And Operations, Other |
| 280401 | Navy/Marine Corps JROTC/ROTC |
| 280499 | Navy/Marine Corps ROTC, Naval Science And Operations, Other |
| 280501 | Air Science/Airpower Studies |
| 280502 | Air And Space Operational Art And Science |
| 280503 | Military Operational Art And Science/Studies |
| 280504 | Advanced Military And Operational Studies |
| 280505 | Naval Science And Operational Studies |
| 280506 | Special, Irregular And Counterterrorist Operations |
| 280599 | Military Science And Operational Studies, Other |
| 280601 | Strategic Studies, General |
| 280602 | Military And Strategic Leadership |
| 280603 | Military And International Operational Law |
| 280604 | Joint Operations Planning And Strategy |
| 280605 | Weapons Of Mass Destruction |
| 280699 | National Security Policy And Strategy, Other |

**INSTRUCTIONAL PROGRAM (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 280701 | National Resource Strategy And Policy |
| 280702 | Industry Studies |
| 280703 | Military Installation Management |
| 280799 | Military Economics And Management, Other |
| 289999 | Military Science, Leadership And Operational Art, Other |
| | **MILITARY TECHNOLOGIES AND APPLIED SCIENCES** |
| 290201 | Intelligence, General |
| 290202 | Strategic Intelligence |
| 290203 | Signal/Geospatial Intelligence |
| 290204 | Command & Control (C3, C4i) Systems And Operations |
| 290205 | Information Operations/Joint Information Operations |
| 290206 | Information/Psychological Warfare And Military Media Relations |
| 290207 | Cyber/Electronic Operations And Warfare |
| 290299 | Intelligence, Command Control And Information Operations, Other |
| 290301 | Combat Systems Engineering |
| 290302 | Directed Energy Systems |
| 290303 | Engineering Acoustics |
| 290304 | Low-Observables And Stealth Technology |
| 290305 | Space Systems Operations |
| 290306 | Operational Oceanography |
| 290307 | Undersea Warfare |
| 290399 | Military Applied Sciences, Other |
| 290401 | Aerospace Ground Equipment Technology |
| 290402 | Air And Space Operations Technology |
| 290403 | Aircraft Armament Systems Technology |
| 290404 | Explosive Ordinance/Bomb Disposal |
| 290405 | Joint Command/Task Force (C3, C4i) Systems |
| 290406 | Military Information Systems Technology |
| 290407 | Missile And Space Systems Technology |

**INSTRUCTIONAL PROGRAM (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 290408 | Munitions Systems/Ordinance Technology |
| 290409 | Radar Communications And Systems Technology |
| 290499 | Military Systems And Maintenance Technology, Other |
| 299999 | Military Technologies And Applied Sciences, Other |
| | **MULTI/INTERDISCIPLINARY STUDIES** |
| 300000 | Multi-/Interdisciplinary Studies, General |
| 300101 | Biological and Physical Sciences |
| 300501 | Peace Studies and Conflict Resolution |
| 300601 | Systems Science and Theory |
| 300801 | Mathematics and Computer Science |
| 301001 | Biopsychology |
| 301101 | Gerontology |
| 301201 | Historic Preservation and Conservation |
| 301202 | Cultural Resource Management and Policy Analysis |
| 301299 | Historic Preservation and Conservation, Other |
| 301301 | Medieval and Renaissance Studies |
| 301401 | Museology/Museum Studies |
| 301501 | Science, Technology and Society |
| 301601 | Accounting and Computer Science |
| 301701 | Behavioral Sciences |
| 301801 | Natural Sciences |
| 301901 | Nutrition Sciences |
| 302001 | International/Global Studies |
| 302101 | Holocaust and Related Studies |
| 302201 | Ancient Studies/Civilization |
| 302202 | Classical, Ancient Mediterranean and Near Eastern Studies and Archaeology |
| 302301 | Intercultural/Multicultural and Diversity Studies |
| 302501 | Cognitive Science |
| 302601 | Cultural Studies/Critical Theory And Analysis |
| 302701 | Human Biology |

**INSTRUCTIONAL PROGRAM (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 302801 | Dispute Resolution |
| 302901 | Maritime Studies |
| 303001 | Computational Science |
| 303101 | Human Computer Interaction |
| 303201 | Marine Sciences |
| 303301 | Sustainability Studies |
| 309999 | Multi-/Interdisciplinary Studies, Other |
| | **PARKS, RECREATION, LEISURE, AND FITNESS STUDIES** |
| 310101 | Parks, Recreation and Leisure Studies |
| 310301 | Parks, Recreation And Leisure Facilities Management, General |
| 310302 | Golf Course Operation And Grounds Management |
| 310399 | Parks, Recreation And Leisure Facilities Management, Other |
| 310501 | Health And Physical Education/Fitness, General |
| 310504 | Sport and Fitness Administration/Management |
| 310505 | Kinesiology and Exercise Science |
| 310507 | Physical Fitness Technician |
| 310508 | Sports Studies |
| 310599 | Health and Physical Education/Fitness, Other |
| 310601 | Outdoor Education |
| 319999 | Parks, Recreation, Leisure, And Fitness Studies, Other |
| | **BASIC SKILLS AND DEVELOPMENTAL/REMEDIAL EDUCATION** |
| 320101 | Basic Skills And Developmental/Remedial Education, General |
| 320104 | Developmental/Remedial Mathematics |
| 320105 | Job-Seeking/Changing Skills |
| 320107 | Career Exploration/Awareness Skills |
| 320108 | Developmental/Remedial English |

**INSTRUCTIONAL PROGRAM (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 320109 | Second Language Learning |
| 320110 | Basic Computer Skills |
| 320111 | Workforce Development And Training |
| 320199 | Basic Skills And Developmental/Remedial Education, Other |
| | **CITIZENSHIP ACTIVITIES** |
| 330101 | Citizenship Activities, General |
| 330102 | American Citizenship Education |
| 330103 | Community Awareness |
| 330104 | Community Involvement |
| 330105 | Canadian Citizenship Education |
| 330199 | Citizenship Activities, Other |
| | **HEALTH-RELATED KNOWLEDGE AND SKILLS** |
| 340102 | Birthing And Parenting Knowledge And Skills |
| 340103 | Personal Health Improvement And Maintenance |
| 340104 | Addiction Prevention And Treatment |
| 340199 | Health-Related Knowledge And Skills, Other |
| | **INTERPERSONAL AND SOCIAL SKILLS** |
| 350101 | Interpersonal And Social Skills, General |
| 350102 | Interpersonal Relationships Skills |
| 350103 | Business And Social Skills |
| 350199 | Interpersonal Social Skills, Other |
| | **LEISURE AND RECREATIONAL ACTIVITIES** |
| 360101 | Leisure And Recreational Activities, General |

**INSTRUCTIONAL PROGRAM (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 360102 | Handicrafts And Model-Making |
| 360103 | Board, Card And Role-Playing Games |
| 360105 | Home Maintenance And Improvement |
| 360106 | Nature Appreciation |
| 360107 | Pet Ownership And Care |
| 360108 | Sports And Exercise |
| 360109 | Travel And Exploration |
| 360110 | Art |
| 360111 | Collecting |
| 360112 | Cooking And Other Domestic Skills |
| 360113 | Computer Games And Programming Skills |
| 360114 | Dancing |
| 360115 | Music |
| 360116 | Reading |
| 360117 | Theatre/Theater |
| 360118 | Writing |
| 360119 | Aircraft Pilot (Private) |
| 360199 | Leisure And Recreational Activities, Other |

**PERSONAL AWARENESS AND SELF-IMPROVEMENT**

| | |
|---|---|
| 370101 | Self-Awareness And Personal Assessment |
| 370102 | Stress Management And Coping Skills |
| 370103 | Personal Decision-Making Skills |
| 370104 | Self-Esteem And Values Clarification |
| 370199 | Personal Awareness And Self-Improvement, Other |

**PHILOSOPHY AND RELIGIOUS STUDIES**

| | |
|---|---|
| 380001 | Philosophy And Religious Studies, General |
| 380101 | Philosophy |
| 380102 | Logic |

**INSTRUCTIONAL PROGRAM (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 380103 | Ethics |
| 380104 | Applied And Professional Ethics |
| 380199 | Philosophy, Other |
| 380201 | Religion/Religious Studies |
| 380202 | Buddhist Studies |
| 380203 | Christian Studies |
| 380204 | Hindu Studies |
| 380205 | Islamic Studies |
| 380206 | Jewish/Judaic Studies |
| 380299 | Religion/Religious Studies, Other |
| 389999 | Philosophy and Religious Studies, Other |

**THEOLOGY AND RELIGIOUS VOCATIONS**

| | |
|---|---|
| 390201 | Bible/Biblical Studies |
| 390301 | Missions/Missionary Studies and Missiology |
| 390401 | Religious Education |
| 390501 | Religious/Sacred Music |
| 390601 | Theology/Theological Studies |
| 390602 | Divinity/Ministry |
| 390604 | Pre-Theology/Pre-Ministerial Studies |
| 390605 | Rabbinical Studies |
| 390606 | Talmudic Studies |
| 390699 | Theological and Ministerial Studies, Other |
| 390701 | Pastoral Studies/Counseling |
| 390702 | Youth Ministry |
| 390703 | Urban Ministry |
| 390704 | Women's Ministry |
| 390705 | Lay Ministry |
| 390799 | Pastoral Counseling and Specialized Ministries, Other |
| 399999 | Theology and Religious Vocations, Other |

**INSTRUCTIONAL PROGRAM (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| | **PHYSICAL SCIENCES** |
| 400101 | Physical Sciences |
| 400201 | Astronomy |
| 400202 | Astrophysics |
| 400203 | Planetary Astronomy and Science |
| 400299 | Astronomy and Astrophysics, Other |
| 400401 | Atmospheric Sciences and Meteorology, General |
| 400402 | Atmospheric Chemistry and Climatology |
| 400403 | Atmospheric Physics and Dynamics |
| 400404 | Meteorology |
| 400499 | Atmospheric Sciences and Meteorology, Other |
| 400501 | Chemistry, General |
| 400502 | Analytical Chemistry |
| 400503 | Inorganic Chemistry |
| 400504 | Organic Chemistry |
| 400506 | Physical Chemistry |
| 400507 | Polymer Chemistry |
| 400508 | Chemical Physics |
| 400509 | Environmental Chemistry |
| 400510 | Forensic Chemistry |
| 400511 | Theoretical Chemistry |
| 400599 | Chemistry, Other |
| 400601 | Geology/Earth Science, General |
| 400602 | Geochemistry |
| 400603 | Geophysics and Seismology |
| 400604 | Paleontology |
| 400605 | Hydrology and Water Resources Science |
| 400606 | Geochemistry and Petrology |
| 400607 | Oceanography, Chemical and Physical |

**INSTRUCTIONAL PROGRAM (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 400699 | Geological and Earth Sciences/Geosciences, Other |
| 400801 | Physics, General |
| 400802 | Atomic/Molecular Physics |
| 400804 | Elementary Particle Physics |
| 400805 | Plasma and High-Temperature Physics |
| 400806 | Nuclear Physics |
| 400807 | Optics/Optical Sciences |
| 400808 | Condensed Matter And Materials Physics |
| 400809 | Acoustics |
| 400810 | Theoretical and Mathematical Physics |
| 400899 | Physics, Other |
| 409999 | Physical Sciences, Other |
| 401001 | Materials Science |
| 401002 | Materials Chemistry |
| 401099 | Materials Sciences, Other |

**SCIENCE TECHNOLOGIES/TECHNICIANS**

| | |
|---|---|
| 410000 | Science Technologies/Technicians, General |
| 410101 | Biology Technician/Biotechnology Laboratory Technician |
| 410204 | Industrial Radiologic Technology/Technician |
| 410205 | Nuclear/Nuclear Power Technology/Technician |
| 410299 | Nuclear and Industrial Radiologic Technologies/Technicians, Other |
| 410301 | Chemical Technology/Technician |
| 410303 | Chemical Process Technology |
| 410399 | Physical Science Technologies/Technicians, Other |
| 419999 | Science Technologies/Technicians, Other |

**INSTRUCTIONAL PROGRAM (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| | **PSYCHOLOGY** |
| 420101 | Psychology, General |
| 422701 | Cognitive Psychology And Psycholinguistics |
| 422702 | Comparative Psychology |
| 422703 | Developmental And Child Psychology |
| 422704 | Experimental Psychology |
| 422705 | Personality Psychology |
| 422706 | Physiological Psychology/Psychobiology |
| 422707 | Social Psychology |
| 422708 | Psychometrics And Quantitative Psychology |
| 422709 | Psychopharmacology |
| 422799 | Research And Experimental Psychology, Other |
| 422801 | Clinical Psychology |
| 422802 | Community Psychology |
| 422803 | Counseling Psychology |
| 422804 | Industrial And Organizational Psychology |
| 422805 | School Psychology |
| 422806 | Educational Psychology |
| 422807 | Clinical Child Psychology |
| 422808 | Environmental Psychology |
| 422809 | Geropsychology |
| 422810 | Health/Medical Psychology |
| 422811 | Family Psychology |
| 422812 | Forensic Psychology |
| 422813 | Applied Psychology |
| 422814 | Applied Behavior Analysis |
| 422899 | Clinical, Counseling And Applied Psychology, Other |
| 429999 | Psychology, Other |

**INSTRUCTIONAL PROGRAM (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| | **HOMELAND SECURITY, LAW ENFORCEMENT, FIREFIGHTING AND RELATED PROTECTIVE SERVICES** |
| 430102 | Corrections |
| 430103 | Criminal Justice/Law Enforcement Administration |
| 430104 | Criminal Justice/Safety Studies |
| 430106 | Forensic Science and Technology |
| 430107 | Criminal Justice/Police Science |
| 430109 | Security and Loss Prevention Services |
| 430110 | Juvenile Corrections |
| 430111 | Criminalistics and Criminal Science |
| 430112 | Securities Services Administration/Management |
| 430113 | Corrections Administration |
| 430114 | Law Enforcement Investigation And Interviewing |
| 430115 | Law Enforcement Record-Keeping And Evidence Management |
| 430116 | Cyber/Computer Forensics And Counterterrorism |
| 430117 | Financial Forensics And Fraud Investigation |
| 430118 | Law Enforcement Intelligence Analysis |
| 430119 | Critical Incident Response/Special Police Operations |
| 430120 | Protective Services Operations |
| 430121 | Suspension And Debarment Investigation |
| 430122 | Maritime Law Enforcement |
| 430123 | Cultural/Archaelogical Resources Protection |
| 430199 | Corrections and Criminal Justice, Other |
| 430201 | Fire Prevention And Safety Technology/Technician |
| 430202 | Fire Services Administration |
| 430203 | Fire Science/Fire-Fighting |
| 430204 | Fire Systems Technology |
| 430205 | Fire/Arson Investigation And Prevention |
| 430206 | Wildland/Forest Firefighting And Investigation |
| 430299 | Fire Protection, Other |

**INSTRUCTIONAL PROGRAM (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 430301 | Homeland Security |
| 430302 | Crisis/Emergency/Disaster Management |
| 430303 | Critical Infrastructure Protection |
| 430304 | Terrorism And Counterterrorism Operations |
| 430399 | Homeland Security, Other |
| 439999 | Homeland Security, Law Enforcement, Firefighting And Related Protective Services, Other |
| | **PUBLIC ADMINISTRATION AND SOCIAL SERVICE PROFESSIONS** |
| 440000 | Human Services, General |
| 440201 | Community Organization and Advocacy |
| 440401 | Public Administration |
| 440501 | Public Policy Analysis, General |
| 440502 | Education Policy Analysis |
| 440503 | Health Policy Analysis |
| 440504 | International Policy Analysis |
| 440599 | Public Policy Analysis, Other |
| 440701 | Social Work |
| 440702 | Youth Services/Administration |
| 440799 | Social Work, Other |
| 449999 | Public Administration and Social Service Professions, Other |
| | **SOCIAL SCIENCES** |
| 450101 | Social Sciences, General |
| 450102 | Research Methodology And Quantitative Methods |
| 450201 | Anthropology |
| 450202 | Physical And Biological Anthropology |
| 450203 | Medical Anthropology |

**INSTRUCTIONAL PROGRAM (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 450204 | Cultural Anthropology |
| 450299 | Anthropology, Other |
| 450301 | Archeology |
| 450401 | Criminology |
| 450501 | Demography and Population Studies |
| 450601 | Economics, General |
| 450602 | Applied Economics |
| 450603 | Econometrics and Quantitative Economics |
| 450604 | Development Economics and International Development |
| 450605 | International Economics |
| 450699 | Economics, Other |
| 450701 | Geography |
| 450702 | Geographic Information Science And Cartography |
| 450799 | Geography, Other |
| 450901 | International Relations and Affairs |
| 450902 | National Security Policy Studies |
| 450999 | International Relations And National Security Studies, Other |
| 451001 | Political Science and Government, General |
| 451002 | American Government and Politics (United States) |
| 451003 | Canadian Government and Politics |
| 451004 | Political Economy |
| 451099 | Political Science and Government, Other |
| 451101 | Sociology |
| 451201 | Urban Studies/Affairs |
| 451301 | Sociology And Anthropology |
| 451401 | Rural Sociology |
| 459999 | Social Sciences, Other |

**INSTRUCTIONAL PROGRAM (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| | **CONSTRUCTION TRADES** |
| 460000 | Construction Trades, General |
| 460101 | Mason/Masonry |
| 460201 | Carpentry/Carpenter |
| 460301 | Electrical and Power Transmission Installation/Installer, General |
| 460302 | Electrician |
| 460303 | Lineworker |
| 460399 | Electrical and Power Transmission Installers, Other |
| 460401 | Building/Property Maintenance |
| 460402 | Concrete Finishing/Concrete Finisher |
| 460403 | Building/Home/Construction Inspection/Inspector |
| 460404 | Drywall Installation/Drywaller |
| 460406 | Glazier |
| 460408 | Painting/Painter and Wall Coverer |
| 460410 | Roofer |
| 460411 | Metal Building Assembly/Assembler |
| 460412 | Building/Construction Site Management/Manager |
| 460413 | Carpet, Floor, And Tile Worker |
| 460414 | Insulator |
| 460415 | Building Construction Technology |
| 460499 | Building/Construction Finishing, Management, and Inspection, Other |
| 460502 | Pipefitting/Pipefitter and Sprinkler Fitter |
| 460503 | Plumbing Technology/Plumber |
| 460504 | Well Drilling/Driller |
| 460505 | Blasting/Blaster |
| 460599 | Plumbing and Related Water Supply Services, Other |
| 469999 | Construction Trades, Other |

**INSTRUCTIONAL PROGRAM (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| | **MECHANIC AND REPAIR TECHNOLOGIES/TECHNICIANS** |
| 470000 | Mechanics and Repairers, General |
| 470101 | Electrical/Electronics Equipment Installation and Repair, General |
| 470102 | Business Machine Repair |
| 470103 | Communications Systems Installation and Repair Technology |
| 470104 | Computer Installation and Repair Technology/Technician |
| 470105 | Industrial Electronics Technology/Technician |
| 470106 | Appliance Installation and Repair Technology/Technician |
| 470110 | Security System Installation, Repair, and Inspection Technology/Technician |
| 470199 | Electrical/Electronics Maintenance and Repair Technology, Other |
| 470201 | Heating, Air Conditioning, Ventilation And Refrigeration Maintenance Technology/Technician |
| 470302 | Heavy Equipment Maintenance Technology/Technician |
| 470303 | Industrial Mechanics and Maintenance Technology |
| 470399 | Heavy/Industrial Equipment Maintenance Technologies, Other |
| 470402 | Gunsmithing/Gunsmith |
| 470403 | Locksmithing and Safe Repair |
| 470404 | Musical Instrument Fabrication and Repair |
| 470408 | Watchmaking and Jewelrymaking |
| 470409 | Parts and Warehousing Operations and Maintenance Technology/Technician |
| 470499 | Precision Systems Maintenance and Repair Technologies, Other |
| 470600 | Vehicle Maintenance And Repair Technologies, General |
| 470617 | High Performance And Custom Engine Technician/Mechanic |
| 470618 | Recreation Vehicle (Rv) Service Technician |
| 470603 | Autobody/Collision and Repair Technology/Technician |
| 470604 | Automobile/Automotive Mechanics Technology/Technician |
| 470605 | Diesel Mechanics Technology/Technician |
| 470606 | Small Engine Mechanics and Repair Technology/Technician |
| 470607 | Airframe Mechanics and Aircraft Maintenance Technology/Technician |
| 470608 | Aircraft Powerplant Technology/Technician |
| 470609 | Avionics Maintenance Technology/Technician |

**INSTRUCTIONAL PROGRAM (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 470610 | Bicycle Mechanics and Repair Technology/Technician |
| 470611 | Motorcycle Maintenance and Repair Technology/Technician |
| 470612 | Vehicle Emissions Inspection and Maintenance Technology/Technician |
| 470613 | Medium/Heavy Vehicle and Truck Technology/Technician |
| 470614 | Alternative Fuel Vehicle Technology/Technician |
| 470615 | Engine Machinist |
| 470616 | Marine Maintenance/Fitter and Ship Repair Technology/Technician |
| 470699 | Vehicle Maintenance and Repair Technologies, Other |
| 479999 | Mechanic and Repair Technologies/Technicians, Other |

**PRECISION PRODUCTION**

| | |
|---|---|
| 480000 | Precision Production Trades, General |
| 480303 | Upholstery/Upholsterer |
| 480304 | Shoe, Boot and Leather Repair |
| 480399 | Leatherworking and Upholstery, Other |
| 480501 | Machine Tool Technology/Machinist |
| 480503 | Machine Shop Technology/Assistant |
| 480506 | Sheet Metal Technology/Sheetworking |
| 480507 | Tool and Die Technology/Technician |
| 480508 | Welding Technology/Welder |
| 480509 | Ironworking/Ironworker |
| 480510 | Computer Numerically Controlled (CNC) Machinist Technology/CNC Machinist |
| 480511 | Metal Fabricator |
| 480599 | Precision Metal Working, Other |
| 480701 | Woodworking, General |
| 480702 | Furniture Design and Manufacturing |
| 480703 | Cabinetmaking And Millwork |
| 480799 | Woodworking, Other |
| 480801 | Boilermaking/Boilermaker |
| 489999 | Precision Production, Other |

**INSTRUCTIONAL PROGRAM (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| | **TRANSPORTATION AND MATERIALS MOVING** |
| 490101 | Aeronautics/Aviation/Aerospace Science and Technology, General |
| 490102 | Airline/Commercial/Professional Pilot and Flight Crew |
| 490104 | Aviation/Airway Management and Operations |
| 490105 | Air Traffic Controller |
| 490106 | Airline Flight Attendant |
| 490108 | Flight Instructor |
| 490199 | Air Transportation, Other |
| 490202 | Construction/Heavy Equipment/Earthmoving Equipment Operation |
| 490205 | Truck And Bus Driver/Commercial Vehicle Operator And Instructor |
| 490206 | Mobil Crane Operation/Operator |
| 490207 | Flagging And Traffic Control |
| 490208 | Railroad And Railway Transportation |
| 490299 | Ground Transportation, Other |
| 490303 | Commercial Fishing |
| 490304 | Diver, Professional and Instructor |
| 490309 | Marine Science/Merchant Marine Officer |
| 490399 | Marine Transportation, Other |
| 499999 | Transportation and Materials Moving, Other |
| | **VISUAL AND PERFORMING ARTS** |
| 500101 | Visual and Performing Arts, General |
| 500102 | Digital Arts |
| 500201 | Crafts/Craft Design, Folk Art and Artisanry |
| 500301 | Dance, General |
| 500302 | Ballet |
| 500399 | Dance, Other |
| 500401 | Design and Visual Communications, General |
| 500402 | Commercial and Advertising Art |

**INSTRUCTIONAL PROGRAM (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 500404 | Industrial And Product Design |
| 500406 | Commercial Photography |
| 500407 | Fashion/Apparel Design |
| 500408 | Interior Design |
| 500409 | Graphic Design |
| 500410 | Illustration |
| 500411 | Game And Interactive Media Design |
| 500499 | Design and Applied Arts, Other |
| 500501 | Drama and Dramatics/Theatre Arts, General |
| 500502 | Technical Theater/Theater Design and Technology |
| 500504 | Playwriting and Screenwriting |
| 500505 | Theatre Literature, History and Criticism |
| 500506 | Acting |
| 500507 | Directing and Theatrical Production |
| 500509 | Musical Theatre |
| 500510 | Costume Design |
| 500599 | Dramatic/Theater Arts and Stagecraft, Other |
| 500601 | Film/Cinema/Video Studies |
| 500602 | Cinematography and Film/Video Production |
| 500605 | Photography |
| 500607 | Documentary Production |
| 500699 | Film/Video and Photographic Arts, Other |
| 500701 | Art/Art Studies, General |
| 500702 | Fine/Studio Arts, General |
| 500703 | Art History, Criticism and Conservation |
| 500705 | Drawing |
| 500706 | Intermedia/Multimedia |
| 500708 | Painting |
| 500709 | Sculpture |
| 500710 | Printmaking |

**INSTRUCTIONAL PROGRAM (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 500711 | Ceramic Arts and Ceramics |
| 500712 | Fiber, Textile and Weaving Arts |
| 500713 | Metal and Jewelry Arts |
| 500799 | Fine Arts and Art Studies, Other |
| 500901 | Music, General |
| 500902 | Music History, Literature, and Theory |
| 500903 | Music Performance, General |
| 500904 | Music Theory and Composition |
| 500905 | Musicology and Ethnomusicology |
| 500906 | Conducting |
| 500907 | Keyboard Instruments |
| 500908 | Voice and Opera |
| 500910 | Jazz/Jazz Studies |
| 500911 | Stringed Instruments |
| 500912 | Music Pedagogy |
| 500913 | Music Technology |
| 500914 | Brass Instruments |
| 500915 | Woodwind Instruments |
| 500916 | Percussion Instruments |
| 500999 | Music, Other |
| 509999 | Visual and Performing Arts, Other |
| 501001 | Arts, Entertainment, And Media Management, General |
| 501002 | Fine And Studio Arts Management |
| 501003 | Music Management |
| 501004 | Theatre/Theatre Arts Management |
| 501099 | Arts, Entertainment, And Media Management, Other |

**HEALTH PROFESSIONS AND RELATED PROGRAMS**

| | |
|---|---|
| 510000 | Health Services/Allied Health/Health Sciences, General |
| 510001 | Health And Wellness, General |

**INSTRUCTIONAL PROGRAM (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 510101 | Chiropractic |
| 510201 | Communication Sciences And Disorders, General |
| 510202 | Audiology/Audiologist |
| 510203 | Speech-Language Pathology/Pathologist |
| 510204 | Audiology/Audiologist and Speech-Language Pathology/Pathologist |
| 510299 | Communication Disorders Sciences and Services, Other |
| 510401 | Dentistry |
| 510501 | Dental Clinical Sciences, General |
| 510502 | Advanced General Dentistry |
| 510503 | Oral Biology And Oral And Maxillofacial Pathology |
| 510504 | Dental Public Health And Education |
| 510505 | Dental Materials |
| 510506 | Endodontics/Endodontology |
| 510507 | Oral/Maxillofacial Surgery |
| 510508 | Orthodontics/Orthodontology |
| 510509 | Pediatric Dentistry/Pedodontics |
| 510510 | Periodontics/Periodontology |
| 510511 | Prosthodontics/Prosthodontology |
| 510599 | Advanced/Graduate Dentistry and Oral Sciences, Other |
| 510601 | Dental Assisting/Assistant |
| 510602 | Dental Hygiene/Hygienist |
| 510603 | Dental Laboratory Technology/Technician |
| 510699 | Dental Services and Allied Professions, Other |
| 510701 | Health/Health Care Administration/Management |
| 510702 | Hospital and Health Care Facilities Administration/Management |
| 510703 | Health Unit Coordinator/Ward Clerk |
| 510704 | Health Unit Manager/Ward Supervisor |
| 510705 | Medical Office Management/Administration |
| 510706 | Health Information/Medical Records Administration/Administrator |
| 510707 | Health Information/Medical Records Technology/Technician |
| 510708 | Medical Transcription/Transcriptionist |

**INSTRUCTIONAL PROGRAM (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 510709 | Medical Office Computer Specialist/Assistant |
| 510710 | Medical Office Assistant/Specialist |
| 510711 | Medical/Health Management and Clinical Assistant/Specialist |
| 510712 | Medical Reception/Receptionist |
| 510713 | Medical Insurance Coding Specialist/Coder |
| 510714 | Medical Insurance Specialist/Medical Biller |
| 510715 | Health/Medical Claims Examiner |
| 510716 | Medical Administrative/Executive Assistant and Medical Secretary |
| 510717 | Medical Staff Services Technology/Technician |
| 510718 | Long Term Care Administration/Management |
| 510719 | Clinical Research Coordinator |
| 510799 | Health and Medical Administrative Services, Other |
| 510801 | Medical/Clinical Assistant |
| 510802 | Clinical/Medical Laboratory Assistant |
| 510803 | Occupational Therapist Assistant |
| 510805 | Pharmacy Technician/Assistant |
| 510806 | Physical Therapy Technician/Assistant |
| 510808 | Veterinary/Animal Health Technology/Technician and Veterinary Assistant |
| 510809 | Anesthesiologist Assistant |
| 510810 | Emergency Care Attendant (EMT Ambulance) |
| 510811 | Pathology/Pathologist Assistant |
| 510812 | Respiratory Therapy Technician/Assistant |
| 510813 | Chiropractic Assistant/Technician |
| 510814 | Radiologist Assistant |
| 510815 | Lactation Consultant |
| 510816 | Speech-Language Pathology Assistant |
| 510917 | Polysomnography |
| 510918 | Hearing Instrument Specialist |
| 510919 | Mammography Technician/Technology |
| 510920 | Magnetic Resonance Imaging (Mri) Technology/Technician |
| 510899 | Allied Health and Medical Assisting Services, Other |

**INSTRUCTIONAL PROGRAM (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 510901 | Cardiovascular Technology/Technologist |
| 510902 | Electrocardiograph Technology/Technician |
| 510903 | Electroneurodiagnostic/Electroencephalographic Technology/Technologist |
| 510904 | Emergency Medical Technology/Technician (EMT Paramedic) |
| 510905 | Nuclear Medical Technology/Technologist |
| 510906 | Perfusion Technology/Perfusionist |
| 510907 | Medical Radiologic Technology/Science – Radiation Therapist |
| 510908 | Respiratory Care Therapy/Therapist |
| 510909 | Surgical Technology/Technologist |
| 510910 | Diagnostic Medical Sonography/Sonographer and Ultrasound Technician |
| 510911 | Radiologic Technology/Science – Radiographer |
| 510912 | Physician Assistant |
| 510913 | Athletic Training/Trainer |
| 510914 | Gene/Genetic Therapy |
| 510915 | Cardiopulmonary Technology/Technologist |
| 510916 | Radiation Protection/Health Physics Technician |
| 510999 | Allied Health Diagnostic, Intervention, and Treatment Professions, Other |
| 511001 | Blood Bank Technology Specialist |
| 511002 | Cytotechnology/Cytotechnologist |
| 511003 | Hematology Technology/Technician |
| 511004 | Clinical/Medical Laboratory Technician |
| 511005 | Clinical Laboratory Science/Medical Technology/Technologist |
| 511006 | Ophthalmic Laboratory Technology/Technician |
| 511007 | Histologic Technology/Histotechnologist |
| 511008 | Histologic Technician |
| 511009 | Phlebotomy Technician/Phlebotomist |
| 511010 | Cytogenetics/Genetics/Clinical Genetics Technology/Technologist |
| 511011 | Renal/Dialysis Technologist/Technician |
| 511012 | Sterile Processing Technology/Technician |
| 511099 | Clinical/Medical Laboratory Science and Allied Professions, Other |
| 511101 | Pre-Dentistry Studies |

**INSTRUCTIONAL PROGRAM (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 511102 | Pre-Medicine/Pre-Medical Studies |
| 511103 | Pre-Pharmacy Studies |
| 511104 | Pre-Veterinary Studies |
| 511105 | Pre-Nursing Studies |
| 511106 | Pre-Chiropractic Studies |
| 511107 | Pre-Occupational Therapy Studies |
| 511108 | Pre-Optometry Studies |
| 511109 | Pre-Physical Therapy Studies |
| 511199 | Health/Medical Preparatory Programs, Other |
| 511201 | Medicine |
| 511401 | Medical Scientist |
| 511501 | Substance Abuse/Addiction Counseling |
| 511502 | Psychiatric/Mental Health Services Technician |
| 511503 | Clinical/Medical Social Work |
| 511504 | Community Health Services/Liaison/Counseling |
| 511505 | Marriage and Family Therapy/Counseling |
| 511506 | Clinical Pastoral Counseling/Patient Counseling |
| 511507 | Psychoanalysis and Psychotherapy |
| 511508 | Mental Health Counseling/Counselor |
| 511509 | Genetic Counseling/Counselor |
| 511599 | Mental and Social Health Services and Allied Professions, Other |
| 511701 | Optometry |
| 511801 | Opticianry/Ophthalmic Dispensing Optician |
| 511802 | Optometric Technician/Assistant |
| 511803 | Ophthalmic Technician/Technologist |
| 511804 | Orthoptics/Orthoptist |
| 511899 | Ophthalmic and Optometric Support Services and Allied Professions, Other |
| 511901 | Osteopathic Medicine/Osteopathy |
| 512001 | Pharmacy |
| 512002 | Pharmacy Administration And Pharmacy Policy And Regulatory Affairs |
| 512003 | Pharmaceutics And Drug Design |

**INSTRUCTIONAL PROGRAM (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 512004 | Medicinal And Pharmaceutical Chemistry |
| 512005 | Natural Products Chemistry And Pharmacognosy |
| 512006 | Clinical And Industrial Drug Development |
| 512007 | Pharmacoeconomics/Pharmaceutical Economics |
| 512008 | Clinical, Hospital, And Managed Care Pharmacy |
| 512009 | Industrial And Physical Pharmacy And Cosmetic Sciences |
| 512010 | Pharmaceutical Sciences |
| 512011 | Pharmaceutical Marketing And Management |
| 512099 | Pharmacy, Pharmaceutical Sciences, and Administration, Other |
| 512101 | Podiatric Medicine/Podiatry |
| 512201 | Public Health, General |
| 512202 | Environmental Health |
| 512205 | Health/Medical Physics |
| 512206 | Occupational Health and Industrial Hygiene |
| 512207 | Public Health Education and Promotion |
| 512208 | Community Health and Preventive Medicine |
| 512209 | Maternal and Child Health |
| 512210 | International Public Health/International Health |
| 512211 | Health Services Administration |
| 512212 | Behavioral Aspects Of Health |
| 512299 | Public Health, Other |
| 512301 | Art Therapy/Therapist |
| 512302 | Dance Therapy/Therapist |
| 512305 | Music Therapy/Therapist |
| 512306 | Occupational Therapy/Therapist |
| 512307 | Orthotist/Prosthetist |
| 512308 | Physical Therapy/Therapist |
| 512309 | Therapeutic Recreation/Recreational Therapy |
| 512310 | Vocational Rehabilitation Counseling/Counselor |
| 512311 | Kinesiotherapy/Kinesiotherapist |
| 512312 | Assistive/Augmentative Technology and Rehabilitation Engineering |

**INSTRUCTIONAL PROGRAM (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 512313 | Animal-Assisted Therapy |
| 512314 | Rehabilitation Science |
| 512399 | Rehabilitation and Therapeutic Professions, Other |
| 512401 | Veterinary Medicine |
| 512501 | Veterinary Sciences/Veterinary Clinical Sciences, General |
| 512502 | Veterinary Anatomy |
| 512503 | Veterinary Physiology |
| 512504 | Veterinary Microbiology And Immunobiology |
| 512505 | Veterinary Pathology And Pathobiology |
| 512506 | Veterinary Toxicology And Pharmacology |
| 512507 | Large Animal/Food Animal And Equine Surgery And Medicine |
| 512508 | Small/Companion Animal Surgery And Medicine |
| 512509 | Comparative And Laboratory Animal Medicine |
| 512510 | Veterinary Preventive Medicine, Epidemiology, And Public Health |
| 512511 | Veterinary Infectious Diseases |
| 512599 | Veterinary Biomedical And Clinical Sciences, Other |
| 512601 | Health Aide |
| 512602 | Home Health Aide/Home Attendant |
| 512603 | Medication Aide |
| 512604 | Rehabilitation Aide |
| 512699 | Health Aides/Attendants/Orderlies, Other |
| 512703 | Medical Illustration/Medical Illustrator |
| 512706 | Medical Informatics |
| 512799 | Medical Illustration and Informatics, Other |
| 513101 | Dietetics/Dietitian |
| 513102 | Clinical Nutrition/Nutritionist |
| 513103 | Dietetic Technician |
| 513104 | Dietitian Assistant |
| 513199 | Dietetics and Clinical Nutrition Services, Other |
| 513201 | Bioethics/Medical Ethics |
| 513301 | Acupuncture And Oriental Medicine |

**INSTRUCTIONAL PROGRAM (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 513300 | Alternative And Complementary Medicine And Medical Systems, General |
| 513302 | Traditional Chinese Medicine And Chinese Herbology |
| 513303 | Naturopathic Medicine/Naturopathy |
| 513304 | Homeopathic Medicine/Homeopathy |
| 513305 | Ayurvedic Medicine/Ayurveda |
| 513306 | Holistic Health |
| 513399 | Alternative and Complementary Medicine and Medical Systems, Other |
| 513401 | Direct Entry Midwifery |
| 513499 | Alternative and Complementary Medical Support Services, Other |
| 513501 | Massage Therapy/Therapeutic Massage |
| 513502 | Asian Bodywork Therapy |
| 513503 | Somatic Bodywork |
| 513599 | Somatic Bodywork and Related Therapeutic Services, Other |
| 513601 | Movement Therapy and Movement Education |
| 513602 | Yoga Teacher Training/Yoga Therapy |
| 513603 | Hypnotherapy/Hypnotherapist |
| 513699 | Movement and Mind-Body Therapies and Education, Other |
| 513701 | Aromatherapy |
| 513702 | Herbalism/Herbalist |
| 513703 | Polarity Therapy |
| 513704 | Reiki |
| 513799 | Energy and Biologically Based Therapies, Other |
| 513801 | Registered Nursing/Registered Nurse |
| 513802 | Nursing Administration |
| 513803 | Adult Health Nurse/Nursing |
| 513804 | Nurse Anesthetist |
| 513805 | Family Practice Nurse/Nursing |
| 513806 | Maternal/Child Health And Neonatal Nurse/Nursing |
| 513807 | Nurse Midwife/Nursing Midwifery |

**INSTRUCTIONAL PROGRAM (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 513808 | Nursing Science |
| 513809 | Pediatric Nurse/Nursing |
| 513810 | Psychiatric/Mental Health Nurse/Nursing |
| 513811 | Public Health/Community Nurse/Nursing |
| 513812 | Perioperative/Operating Room And Surgical Nurse/Nursing |
| 513813 | Clinical Nurse Specialist |
| 513814 | Critical Care Nursing |
| 513815 | Occupational And Environmental Health Nursing |
| 513816 | Emergency Room/Trauma Nursing |
| 513817 | Nursing Education |
| 513818 | Nursing Practice |
| 513819 | Palliative Care Nursing |
| 513820 | Clinical Nurse Leader |
| 513821 | Geriatric Nurse/Nursing |
| 513822 | Women's Health Nurse/Nursing |
| 513899 | Registered Nursing, Nursing Administration, Nursing Research And Clinical Nursing, Other |
| 513901 | Licensed Practical/Vocational Nurse Training |
| 513902 | Nursing Assistant/Aide And Patient Care Assistant/Aide |
| 513999 | Practical Nursing, Vocational Nursing And Nursing Assistants, Other |
| 519999 | Health Professions and Related Clinical Sciences, Other |

**BUSINESS, MANAGEMENT, MARKETING, AND RELATED SUPPORT SERVICES**

| | |
|---|---|
| 520101 | Business/Commerce, General |
| 520201 | Business Administration and Management, General |
| 520202 | Purchasing, Procurement/Acquisitions and Contracts Management |
| 520203 | Logistics, Materials, And Supply Chain Management |
| 520204 | Office Management and Supervision |
| 520205 | Operations Management and Supervision |
| 520206 | Non-Profit/Public/Organizational Management |

**INSTRUCTIONAL PROGRAM (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 520207 | Customer Service Management |
| 520208 | E-Commerce/Electronic Commerce |
| 520209 | Transportation/Mobility Management |
| 520210 | Research And Development Management |
| 520211 | Project Management |
| 520212 | Retail Management |
| 520213 | Organizational Leadership |
| 520299 | Business Administration, Management and Operations, Other |
| 520301 | Accounting |
| 520302 | Accounting Technology/Technician and Bookkeeping |
| 520303 | Auditing |
| 520304 | Accounting and Finance |
| 520305 | Accounting and Business/Management |
| 520399 | Accounting and Related Services, Other |
| 520401 | Administrative Assistant and Secretarial Science, General |
| 520402 | Executive Assistant/Executive Secretary |
| 520406 | Receptionist |
| 520407 | Business/Office Automation/Technology/Data Entry |
| 520408 | General Office Occupations and Clerical Services |
| 520409 | Parts, Warehousing, and Inventory Management Operations |
| 520410 | Traffic, Customs, and Transportation Clerk/Technician |
| 520411 | Customer Service Support/Call Center/Teleservice Operation |
| 520499 | Business Operations Support and Secretarial Services, Other |
| 520501 | Business/Corporate Communications |
| 520601 | Business/Managerial Economics |
| 520701 | Entrepreneurship/Entrepreneurial Studies |
| 520702 | Franchising and Franchise Operations |
| 520703 | Small Business Administration/Management |
| 520799 | Entrepreneurial and Small Business Operations, Other |
| 520801 | Finance, General |
| 520803 | Banking and Financial Support Services |

**INSTRUCTIONAL PROGRAM (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 520804 | Financial Planning and Services |
| 520806 | International Finance |
| 520807 | Investments and Securities |
| 520808 | Public Finance |
| 520809 | Credit Management |
| 520899 | Finance and Financial Management Services, Other |
| 520901 | Hospitality Administration/Management, General |
| 520903 | Tourism and Travel Services Management |
| 520904 | Hotel/Motel Administration/Management |
| 520905 | Restaurant/Food Services Management |
| 520906 | Resort Management |
| 520907 | Meeting And Event Planning |
| 520908 | Casino Management |
| 520909 | Hotel, Motel, And Restaurant Management |
| 520999 | Hospitality Administration/Management, Other |
| 521001 | Human Resources Management/Personnel Administration, General |
| 521002 | Labor and Industrial Relations |
| 521003 | Organizational Behavior Studies |
| 521004 | Labor Studies |
| 521005 | Human Resources Development |
| 521099 | Human Resources Management and Services, Other |
| 521101 | International Business/Trade/Commerce |
| 521201 | Management Information Systems, General |
| 521206 | Information Resources Management |
| 521207 | Knowledge Management |
| 521299 | Management Information Systems and Services, Other |
| 521301 | Management Science |
| 521302 | Business Statistics |
| 521304 | Actuarial Science |
| 521399 | Management Sciences and Quantitative Methods, Other |

**INSTRUCTIONAL PROGRAM (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 521401 | Marketing/Marketing Management, General |
| 521402 | Marketing Research |
| 521403 | International Marketing |
| 521499 | Marketing, Other |
| 521501 | Real Estate |
| 521601 | Taxation |
| 521701 | Insurance |
| 521801 | Sales, Distribution, and Marketing Operations, General |
| 521802 | Merchandising and Buying Operations |
| 521803 | Retailing and Retail Operations |
| 521804 | Selling Skills and Sales Operations |
| 521899 | General Merchandising, Sales, and Related Marketing Operations, Other |
| 521901 | Auctioneering |
| 521902 | Fashion Merchandising |
| 521903 | Fashion Modeling |
| 521904 | Apparel and Accessories Marketing Operations |
| 521905 | Tourism and Travel Services Marketing Operations |
| 521906 | Tourism Promotion Operations |
| 521907 | Vehicle and Vehicle Parts and Accessories Marketing Operations |
| 521908 | Business and Personal/Financial Services Marketing Operations |
| 521909 | Special Products Marketing Operations |
| 521910 | Hospitality and Recreation Marketing Operations |
| 521999 | Specialized Merchandising, Sales, And Marketing Operations, Other |
| 522001 | Construction Management |
| 522101 | Telecommunications Management |
| 529999 | Business, Management, Marketing, and Related Support Services, Other |
| | **HIGH SCHOOL/SECONDARY DIPLOMAS AND CERTIFICATES** |
| 530101 | Regular/General High School/Secondary Diploma Program |
| 530102 | College/University Preparatory And Advanced High School/Secondary Diploma Program |

**INSTRUCTIONAL PROGRAM (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 530103 | Vocational High School And Secondary Business/Vocational-Industrial/Occupational Diploma Program |
| 530104 | Honors/Regents High School/Secondary Diploma Program |
| 530105 | Adult High School/Secondary Diploma Program |
| 530199 | High School/Secondary Diploma Programs, Other |
| 530201 | High School Equivalence Certificate Program |
| 530202 | High School Certificate Of Competence Program |
| 530203 | Certificate Of Iep Completion Program |
| 530299 | High School/Secondary Certificates, Other |

**HISTORY**

| | |
|---|---|
| 540101 | History, General |
| 540102 | American History (United States) |
| 540103 | European History |
| 540104 | History and Philosophy of Science and Technology |
| 540105 | Public/Applied History |
| 540106 | Asian History |
| 540107 | Canadian History |
| 540108 | Military History |
| 540199 | History, Other |

**RESIDENCY PROGRAMS**

| | |
|---|---|
| 600101 | Oral And Maxillofacial Surgery Residency Program |
| 600102 | Dental Public Health Residency Program |
| 600103 | Endodontics Residency Program |
| 600104 | Oral And Maxillofacial Pathology Residency Program |
| 600105 | Orthodontics Residency Program |
| 600106 | Pediatric Dentistry Residency Program |
| 600107 | Periodontology Residency Program |
| 600108 | Prosthodontics Residency Program |

**INSTRUCTIONAL PROGRAM (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 600109 | Oral And Maxillofacial Radiology Residency Program |
| 600199 | Dental Residency Program, Other |
| 600301 | Veterinary Anesthesiology Residency Program |
| 600302 | Veterinary Dentistry Residency Program |
| 600303 | Veterinary Dermatology Residency Program |
| 600304 | Veterinary Emergency And Critical Care Medicine Residency Program |
| 600305 | Veterinary Internal Medicine Residency Program |
| 600306 | Laboratory Animal Medicine Residency Program |
| 600307 | Veterinary Microbiology Residency Program |
| 600308 | Veterinary Nutrition Residency Program |
| 600309 | Veterinary Ophthalmology Residency Program |
| 600310 | Veterinary Pathology Residency Program |
| 600311 | Veterinary Practice Residency Program |
| 600312 | Veterinary Preventive Medicine Residency Program |
| 600313 | Veterinary Radiology Residency Program |
| 600314 | Veterinary Surgery Residency Program |
| 600315 | Theriogenology Residency Program |
| 600316 | Veterinary Toxicology Residency Program |
| 600317 | Zoological Medicine Residency Program |
| 600318 | Poultry Veterinarian Residency Program |
| 600319 | Veterinary Behaviorist Residency Program |
| 600320 | Veterinary Clinical Pharmacology Residency Program |
| 600399 | Veterinary Residency Programs, Other |
| 600401 | Aerospace Medicine Residency Program |
| 600402 | Allergy And Immunology Residency Program |
| 600403 | Anesthesiology Residency Program |
| 600404 | Child Neurology Residency Program |
| 600405 | Clinical Biochemical Genetics Residency Program |
| 600406 | Clinical Cytogenetics Residency Program |
| 600407 | Clinical Genetics Residency Program |
| 600408 | Clinical Molecular Genetics Residency Program |

**INSTRUCTIONAL PROGRAM (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 600409 | Colon And Rectal Surgery Residency Program |
| 600410 | Dermatology Residency Program |
| 600411 | Diagnostic Radiology Residency Program |
| 600412 | Emergency Medicine Residency Program |
| 600413 | Family Medicine Residency Program |
| 600414 | General Surgery Residency Program |
| 600415 | Internal Medicine Residency Program |
| 600416 | Neurological Surgery Residency Program |
| 600417 | Neurology Residency Program |
| 600418 | Nuclear Medicine Residency Program |
| 600419 | Obstetrics And Gynecology Residency Program |
| 600420 | Occupational Medicine Residency Program |
| 600421 | Ophthalmology Residency Program |
| 600422 | Orthopedic Surgery Residency Program |
| 600423 | Otolaryngology Residency Program |
| 600424 | Pathology Residency Program |
| 600425 | Pediatrics Residency Program |
| 600426 | Physical Medicine And Rehabilitation Residency Program |
| 600427 | Plastic Surgery Residency Program |
| 600428 | Psychiatry Residency Program |
| 600429 | Public Health And General Preventive Medicine Residency Program |
| 600430 | Radiation Oncology Residency Program |
| 600431 | Radiologic Physics Residency Program |
| 600432 | Thoracic Surgery Residency Program |
| 600433 | Urology Residency Program |
| 600434 | Vascular Surgery Residency Program |
| 600499 | Medical Residency Programs - General Certificates, Other |
| 600501 | Addiction Psychiatry Residency Program |
| 600502 | Adolescent Medicine Residency Program |
| 600503 | Blood Banking/Transfusion Medicine Residency Program |

**INSTRUCTIONAL PROGRAM (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 600504 | Cardiovascular Disease Residency Program |
| 600505 | Chemical Pathology Residency Program |
| 600506 | Child Abuse Pediatrics Residency Program |
| 600507 | Child And Adolescent Psychiatry Residency Program |
| 600508 | Clinical Cardiac Electrophysiology Residency Program |
| 600509 | Clinical Neurophysiology Residency Program |
| 600510 | Congenital Cardiac Surgery Residency Program |
| 600511 | Critical Care Medicine Residency Program |
| 600512 | Cytopathology Residency Program |
| 600513 | Dermatopathology Residency Program |
| 600514 | Developmental-Behavioral Pediatrics Residency Program |
| 600515 | Diagnostic Radiologic Physics Residency Program |
| 600516 | Endocrinology, Diabetes And Metabolism Residency Program |
| 600517 | Forensic Pathology Residency Program |
| 600518 | Forensic Psychiatry Residency Program |
| 600519 | Gastroenterology Residency Program |
| 600520 | Geriatric Medicine Residency Program |
| 600521 | Geriatric Psychiatry Residency Program |
| 600522 | Gynecologic Oncology Residency Program |
| 600523 | Hematological Pathology Residency Program |
| 600524 | Hematology Residency Program |
| 600525 | Hospice And Palliative Medicine Residency Program |
| 600526 | Immunopathology Residency Program |
| 600527 | Infectious Disease Residency Program |
| 600528 | Interventional Cardiology Residency Program |
| 600529 | Laboratory Medicine Residency Program |
| 600530 | Maternal And Fetal Medicine Residency Program |
| 600531 | Medical Biochemical Genetics Residency Program |
| 600532 | Medical Microbiology Residency Program |
| 600533 | Medical Nuclear Physics Residency Program |

**INSTRUCTIONAL PROGRAM (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 600534 | Medical Oncology Residency Program |
| 600535 | Medical Toxicology Residency Program |
| 600536 | Molecular Genetic Pathology Residency Program |
| 600537 | Musculoskeletal Oncology Residency Program |
| 600538 | Neonatal-Perinatal Medicine Residency Program |
| 600539 | Nephrology Residency Program |
| 600540 | Neurodevelopmental Disabilities Residency Program |
| 600541 | Neuromuscular Medicine Residency Program |
| 600542 | Neuropathology Residency Program |
| 600543 | Neuroradiology Residency Program |
| 600544 | Neurotology Residency Program |
| 600545 | Nuclear Radiology Residency Program |
| 600546 | Orthopedic Sports Medicine Residency Program |
| 600547 | Orthopedic Surgery Of The Spine Residency Program |
| 600548 | Pain Medicine Residency Program |
| 600549 | Pediatric Cardiology Residency Program |
| 600550 | Pediatric Critical Care Medicine Residency Program |
| 600551 | Pediatric Dermatology Residency Program |
| 600552 | Pediatric Emergency Medicine Residency Program |
| 600553 | Pediatric Endocrinology Residency Program |
| 600554 | Pediatric Gastroenterology Residency Program |
| 600555 | Pediatric Hematology-Oncology Residency Program |
| 600556 | Pediatric Infectious Diseases Residency Program |
| 600557 | Pediatric Nephrology Residency Program |
| 600558 | Pediatric Orthopedics Residency Program |
| 600559 | Pediatric Otolaryngology Residency Program |
| 600560 | Pediatric Pathology Residency Program |
| 600561 | Pediatric Pulmonology Residency Program |
| 600562 | Pediatric Radiology Residency Program |
| 600563 | Pediatric Rehabilitation Medicine Residency Program |

**INSTRUCTIONAL PROGRAM (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 600564 | Pediatric Rheumatology Residency Program |
| 600565 | Pediatric Surgery Residency Program |
| 600566 | Pediatric Transplant Hepatology Residency Program |
| 600567 | Pediatric Urology Residency Program |
| 600568 | Physical Medicine And Rehabilitation/Psychiatry Residency Program |
| 600569 | Plastic Surgery Within The Head And Neck Residency Program |
| 600570 | Psychosomatic Medicine Residency Program |
| 600571 | Pulmonary Disease Residency Program |
| 600572 | Radioisotopic Pathology Residency Program |
| 600573 | Reproductive Endocrinology/Infertility Residency Program |
| 600574 | Rheumatology Residency Program |
| 600575 | Sleep Medicine Residency Program |
| 600576 | Spinal Cord Injury Medicine Residency Program |
| 600577 | Sports Medicine Residency Program |
| 600578 | Surgery Of The Hand Residency Program |
| 600579 | Surgical Critical Care Residency Program |
| 600580 | Therapeutic Radiologic Physics Residency Program |
| 600581 | Transplant Hepatology Residency Program |
| 600582 | Undersea And Hyperbaric Medicine Residency Program |
| 600583 | Vascular And Interventional Radiology Residency Program |
| 600584 | Vascular Neurology Residency Program |
| 600599 | Medical Residency Programs - Subspecialty Certificates, Other |
| 600601 | Podiatric Medicine And Surgery - 24 Residency Program |
| 600602 | Podiatric Medicine And Surgery - 36 Residency Program |

## LANGUAGE IDENTIFICATION

| | |
|---|---|
| **Definition:** | The language in which the individual has some speaking, listening, reading, or writing proficiency. |
| **Responsible Organization:** | Department of Defense, Defense Language Institute. |
| **Applicability:** | Voluntary. |
| **Format:** | TEXT_F(3) |

**Note:**

Hyphens (---) in the code column indicate that the language is known by another name or is a variation or part of another language, to which the user is referred.

**LANGUAGE IDENTIFICATION (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| XXX | Unspecified-Other |
| YYY | None |
| ZZZ | Unknown |
| ACE | Achinese |
| ACH | Acholi |
| ADY | Adigey |
| AFR | Afrikaans |
| AFA | Afro-Asian |
| AKA | Akan |
| KPO | Akposso |
| SQI | Albanian |
| ALS | Albanian-Gheg |
| ALN | Albanian-Tosk |
| ALE | Aleut |
| MYG | Amashi |
| ASE | American Sign Language |
| AMH | Amharic |
| APA | Apache |
| ARA | Arabic |
| ARB | Arabic (Modern Standard) |
| ARQ | Arabic-Algerian |
| QAC | Arabic-Classical |
| ARZ | Arabic-Egyptian |
| QAG | Arabic-Gulf |
| QAI | Arabic-Iraqi I |
| QAJ | Arabic-Jordanian |
| QLB | Arabic-Lebanese |
| AYL | Arabic-Libyan |
| --- | Arabic-Maghrebi. See Arabic-Western. |
| ARY | Arabic-Moroccan |

**LANGUAGE IDENTIFICATION (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| QAS | Arabic-Peninsula |
| APD | Arabic-Sudanese |
| QAL | Arabic-Syrian |
| AEB | Arabic-Tunisian |
| QAM | Arabic-Western (also Arabic-Maghrebi) |
| QAY | Arabic-Yemeni |
| SYR | Aramaic |
| HYE | Armenian |
| ART | Artificial |
| ASM | Assamese |
| AII | Assyrian |
| AVA | Avar-Ava |
| AVE | Avestan |
| AYM | Aymara |
| AZE | Azerbaijani |
| AZJ | Azerbaijani, North |
| AZB | Azerbaijani, South |
| BDQ | Bahnar |
| BRI | Bakweri |
| BAN | Balinese |
| BAT | Baltic |
| BAL | Baluchi |
| BAI | Bamilike |
| BNT | Bantu |
| BAK | Bashkir |
| EUS | Basque |
| BAS | Bassa (Camaroons) |
| BSQ | Bassa-Kru |
| BTK | Batak |
| QBA | Baule |
| BEJ | Beja |
| BEL | Belorussian |

**LANGUAGE IDENTIFICATION (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| BEM | Bemba |
| BEN | Bengali |
| BER | Berber |
| BTB | Beti |
| BHB | Bhili |
| BIK | Bicol |
| BIH | Bihari |
| BIN | Bini |
| BLA | Blackfoot |
| BRH | Brahui |
| BRE | Breton |
| QBG | Buginese-Makassarese |
| BUL | Bulgarian |
| MYA | Burmese |
| BSK | Burushaski |
| FRC | Cajun |
| KHM | Cambodian |
| CAT | Catalan |
| CEB | Cebuano |
| CLD | Chaldean |
| CBK | Chavacano |
| CHE | Chechen |
| CHR | Cherokee |
| CGG | Chiga |
| ZHO | Chinese |
| --- | Chinese-Amoy. See South Min. |
| CZH | Chinese-Anhwei |
| YUE | Chinese-Cantonese |
| MNP | Chinese-Fuchow |
| QMN | Chinese-Fukienese |
| GAN | Chinese-Gan |
| HAK | Chinese-Hakka |

**LANGUAGE IDENTIFICATION (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| HSN | Chinese-Hsiang |
| CMN | Chinese-Mandarin (also Chinese-Standard) |
| --- | Chinese-Standard. See Chinese-Mandarin. |
| QCS | Chinese-Swatow |
| QTO | Chinese-Toishan |
| WUU | Chinese-Wu |
| CHO | Choctaw |
| CJK | Chokwe |
| CKT | Chukchi |
| CHV | Chuvash |
| SWB | Comorian |
| QEU | Continental Eurasian |
| COP | Coptic |
| COR | Cornish |
| CRE | Cree |
| CES | Czech |
| DAK | Dakota |
| DAN | Danish |
| DIQ | Dimli |
| DIN | Dinka |
| DIV | Divehi |
| QDS | Djerma-Songhai |
| DOI | Dogri-Kangri |
| DUA | Duala |
| NLD | Dutch (also Flemish) |
| DCR | Dutch-Creole |
| DZO | Dzongkha |
| EFI | Efik |
| ENG | English |
| JAM | English Caribbean Creole |

**LANGUAGE IDENTIFICATION (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| QES | Eskimo |
| EPO | Esperanto |
| EST | Estonian |
| EWE | Ewe |
| EWO | Ewondo |
| FNG | Fana |
| QFB | Fang |
| FAO | Faroese |
| FIJ | Fijian |
| FIN | Finnish |
| --- | Flemish. See Dutch. |
| FON | Fon |
| QFO | Formosan |
| FRA | French |
| CPF | French Creole |
| FRY | Frisian |
| FUL | Fulani |
| FUD | Futnian |
| FUF | Fuuta Jalon |
| GAA | Ga |
| GLE | Gaelic (also Irish) |
| GLG | Galician |
| KAT | Georgian |
| DEU | German |
| BAR | German-Bavarian |
| GEM | Germanic |
| GSW | German-Swiss |
| GLK | Gilaki |
| GOG | Gogo |
| GON | Gondi |
| GOT | Gothic |
| ELL | Greek |

**LANGUAGE IDENTIFICATION (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| QGN | Greek (New Testament) |
| QGD | Greek Demotic |
| QGK | Greek Katharevousa |
| GRC | Greek-Ancient |
| CHA | Guamanian |
| GRN | Guarani |
| GUJ | Gujarati |
| GUZ | Gusii |
| HDY | Hadiyya |
| HAT | Haitian-Creole |
| HAU | Hausa |
| HAW | Hawaiian |
| HWC | Hawaiian Creole |
| HAY | Haya |
| HEB | Hebrew |
| HBO | Hebrew-Ancient |
| HER | Herero |
| HIL | Hiligaynon |
| HIN | Hindi |
| QHN | Hindustani |
| HMN | Hmong |
| HOC | Ho |
| HOP | Hopi |
| HUN | Hungarian |
| IBA | Iban |
| IBG | Ibanag |
| IBO | Ibo |
| ISL | Icelandic |
| IJO | Ijaw |
| ILB | Ila-Tonga |
| ILO | Ilocano |

**LANGUAGE IDENTIFICATION (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| INC | Indic |
| INE | Indo-European |
| IND | Indonesian |
| --- | Irish. See Gaelic. |
| ITA | Italian |
| NAP | Italian-Neapolitan |
| SRD | Italian-Sardinian |
| SCN | Italian-Sicilian |
| JPN | Japanese |
| JRA | Jarai |
| JAV | Javanese |
| KBP | Kabre |
| KAB | Kabyle |
| KAC | Kachin |
| QDK | Kadazan-Dusun |
| KAM | Kamba |
| KTB | Kambatta |
| KAN | Kanarese |
| KAU | Kanuri |
| KPG | Kapingamarangi |
| KRC | Karachai-Balkhar |
| KAR | Karen |
| KAS | Kashmiri |
| CSB | Kashubian |
| KAZ | Kazakh |
| QKE | Keres |
| QSB | Kherwari |
| KON | Kikongo |
| KIK | Kikuyu |
| KMB | Kimbundu |

**LANGUAGE IDENTIFICATION (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| KIN | Kinyarwanda |
| KIR | Kirghiz |
| GIL | Kiribati |
| --- | Kirundi. See Rundi. |
| QKS | Kissi |
| KTU | Kituba |
| KOK | Konkanis |
| KOR | Korean |
| KPE | Kpelle |
| KRI | Krio |
| LNS | Kumbo / Lamnso |
| KUR | Kurdish |
| KMR | Kurmanje |
| KRU | Kurukh |
| KOS | Kusaie |
| LAD | Ladino |
| LAH | Lahnda |
| LHU | Lahu |
| LKT | Lakota |
| LAM | Lamba |
| LJP | Lampung |
| NNO | Landsmal |
| NOD | Lanna |
| LAO | Lao |
| SMI | Lapp |
| LAT | Latin |
| QLE | Latin (Ecclesiastic) |
| LAV | Latvian |
| LIN | Lingala |
| LIS | Lisu |
| LIT | Lithuanian |
| QLO | Lolo |

**LANGUAGE IDENTIFICATION (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| LOM | Loma |
| LOL | Lomongo |
| NGL | Lomwe |
| LUA | Luba Kasai |
| LUB | Luba Katanga |
| LCF | Lubu |
| LUG | Luganda |
| LUN | Lunda |
| LUO | Luo |
| LDD | Luri |
| LUE | Luvale |
| LUY | Luyia |
| MKD | Macedonian |
| MAD | Madurese |
| MDH | Magindanaon |
| MAK | Makassar |
| VMW | Makua |
| MLG | Malagasy |
| MLY | Malay |
| MFA | Malay Pattani |
| MAL | Malayalam |
| MLT | Maltese |
| BAM | Mandingo-Bambara |
| DYU | Mandingo-Dioula |
| MLQ | Mandingo-Malinke |
| GLV | Manx |
| MRI | Maori |
| MRW | Maranao |
| MAR | Marathi |
| MAH | Marshalese |
| MAS | Masai |

**LANGUAGE IDENTIFICATION (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| MYN | Maya |
| MZN | Mazanderani |
| MNI | Meithei |
| MEN | Mende |
| MER | Meru |
| MIN | Minangkabau |
| MIQ | Miskito |
| MON | Mongolian |
| QMR | Mordvin |
| TSG | Moro |
| MRL | Mortlockese |
| MOS | Mossi |
| MYE | Mpongwe |
| MTQ | Muong |
| MUS | Muskogee |
| QME | N Africa/Mideast/Sw Asia |
| NAH | Nahuatl |
| NAU | Nauruan |
| NAV | Navajo |
| NDE | Ndebele |
| NEP | Nepalese |
| QNG | Ngbani |
| NIU | Niue |
| NAI | North American |
| NOB | Norwegian |
| NUB | Nubian |
| NUT | Nung |
| NUP | Nupe |
| NYA | Nyanja |
| NYN | Nyankole |
| NYO | Nyoro |

**LANGUAGE IDENTIFICATION (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| OJI | Ogibwa |
| ANG | Old English |
| FRO | Old French |
| GOH | Old High German |
| NON | Old Norse |
| CHU | Old Slavonic |
| ORI | Oriya |
| ORM | Oromo |
| OSS | Ossetic |
| TLL | Otetela |
| QPI | Pacific Islands |
| QPA | Pahari |
| SOU | Paktai |
| PAU | Palauan |
| PLI | Pali |
| PAM | Pampangan |
| PAG | Pangasinan |
| OOD | Papago-Pima |
| PAP | Papiamento |
| HMO | Papuan |
| PDC | Pennsylvania Dutch |
| PRS | Persian-Afghan |
| PES | Persian-Iranian |
| TPI | Pidgin English |
| MSI | Pizar Malay |
| POL | Polish |
| PON | Ponapean |
| POR | Portuguese |
| QPB | Portuguese-Brazilian |
| QPE | Portuguese-European |
| PRV | Provencal |
| PUW | Pulap |

**LANGUAGE IDENTIFICATION (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| PAN | Punjabi |
| PUS | Pushtu |
| PBT | Pushtu-Afghan |
| PBU | Pushtu-Peshawari |
| QUE | Quechua |
| MWR | Rajasthani |
| REJ | Rejang |
| RAD | Rhade |
| ROH | Rhaeto-Romance |
| ROA | Romance |
| RON | Romanian |
| ROM | Romany |
| RAR | Rorotongan |
| RUN | Rundi (also Kirundi) |
| RUS | Russian |
| --- | Ruthenian. See Ukrainian. |
| QRY | Ryukyuan |
| QSM | Sama |
| SMO | Samoan |
| SAG | Sango |
| SAN | Sanskrit |
| SAT | Santali |
| SRB | Sara |
| SAS | Sasak |
| GLA | Scotch-Gaelic |
| SED | Sedang |
| SEM | Semitic |
| SEH | Sena |
| HBS | Serbo-Croatian |
| SRR | Serer |

**LANGUAGE IDENTIFICATION (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| SHN | Shan |
| SHI | Shluh |
| SNA | Shona |
| SID | Sidamo |
| SND | Sindhi |
| SIN | Singhalese |
| SIT | Sino-Tibetan |
| SLA | Slavic |
| SLK | Slovak |
| SLV | Slovenian |
| XOG | Soga |
| SOM | Somali |
| SOP | Songe |
| SNK | Soninke |
| SDH | Sorani |
| QSO | Sotho |
| SAI | South American |
| QSH | South Asian |
| NAN | South Min (also Chinese-Amoy) |
| SPA | Spanish |
| QSA | Spanish-American |
| QCB | Spanish-Caribbean |
| QSE | Spanish-Castilian |
| QSC | Spanish-Creole |
| QSS | Sub Sahara African |
| QSN | Sukuma-Nyamwezi |
| SUX | Sumerian |
| SUN | Sundanese |
| SUS | Susu |
| SWA | Swahili |
| SSW | Swati |
| SWE | Swedish |

**LANGUAGE IDENTIFICATION (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| SYL | Sylhetti |
| SYC | Syriac |
| TGK | Tadjik (Tajik) |
| TGL | Tagalog |
| TAH | Tahitian |
| SRN | Taki-Taki |
| TMH | Tamachek |
| TZM | Tamazight |
| TAM | Tamil |
| QTH | Tapachula |
| RIF | Tarift |
| TAT | Tatar |
| TEL | Telugu |
| TEM | Temne |
| TET | Tetum |
| THA | Thai |
| TOU | Tho |
| BOD | Tibetan |
| TIG | Tigre |
| TIR | Tigrinya |
| TIV | Tiv |
| TKL | Tokelauan |
| TOI | Tonga |
| CHK | Trukese |
| TSO | Tsonga |
| TSC | Tswa |
| TSN | Tswana |
| TCY | Tulu |
| TUM | Tumbuka |
| ZHA | T-Ung |
| EVN | Tungusu |

**LANGUAGE IDENTIFICATION (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| TUP | Tupi |
| TUR | Turkish |
| TUK | Turkoman |
| TVL | Tuvulan |
| UIG | Uighur |
| UKR | Ukrainian (also Ruthenian) |
| ULI | Ulithi |
| UMB | Umbundu Or Mbundu |
| URD | Urdu |
| UZB | Uzbek |
| VAI | Vai |
| QNC | Vietnamese-Central |
| VIE | Vietnamese-Hanoi |
| QNS | Vietnamese-Saigon |
| QBS | Visayan Or Bisayan |
| VOL | Volapuk |
| WBM | Wa |
| WAL | Walamo |
| WLS | Wallisian |
| WAR | Waray-Waray |
| CYM | Welsh |
| WEN | Wendish |
| WES | Wescos |
| QEW | West European |
| WOE | Woleai |
| WOL | Wolof |
| XHO | Xhosa |
| YKA | Yakan |
| SAH | Yakut |
| QMI | Yao (China) |
| YAO | Yao (Malawi and Mozambique) |

**LANGUAGE IDENTIFICATION (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| YAP | Yappese |
| YID | Yiddish |
| YOR | Yoruba |
| ZNE | Zande |
| ZAP | Zapoteco |
| ZEN | Zenaga |
| JBN | Zerba |
| ZUL | Zulu |
| ZUN | Zuni |

## LEGAL AUTHORITY (1)

**Definition:** The law, executive order, rule, regulation, or other basis that authorizes the appointing officer to effect a personnel action on an employee.

**Responsible Organization:** Office of Personnel Management, Employee Services, Office of the Chief Information Officer, Records Management.

**Applicability:** Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds, Personnel Actions Standard Form 50/52).

**Format:** TEXT_F(3)

**Note:**

Legal authority codes that are current appointment authority codes may only be established by OPM. Legal authority codes established by OPM may begin with an alphabetic character or the numeric characters 1, 2, 3, 4, or 5. Agencies may create their own legal authority codes, but not current appointment authority codes. These legal authority codes must begin with the numeric characters 6, 7, 8, or 9. Agency-created legal authority codes may be cited on actions that: (1) are not reported to the Enterprise Human Resources Integration (EHRI) or (2) are reported to the EHRI as the second legal authority code.

**LEGAL AUTHORITY (1) (Continued)**

**Codes and Name/Explanations**

Axx 258
Bxx 259
Cxx 260
Dxx 260
Fxx 260
Hxx 260
Jxx 261
Kxx 261
Lxx 262
Mxx 263
Nxx 263
Pxx 264
Qxx 265
Rxx 266
Sxx 267
Uxx 269
Vxx 270
Wxx 274
Xxx 275
Yxx 275
Zxx 276

**LEGAL AUTHORITY (1) (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| | **Axx** |
| ABK | ACWA Outstanding Scholar Program. |
| ABL | Bicultural/Bilingual Selective Factors. |
| ABM | SF 59 approved (date). |
| ABP | President's Economic Stimulus Program |
| ABR | Reg 330.608. Agency Career Transition Program. |
| ABS | Reg 330.708. Interagency Career Transition Program. |
| ABT | Reg 330.707 CLG. Change to lower grade under the ICTAP. |
| ACA | CS Cert No _____ ACWA. |
| ACM | CS Cert No. |
| ADM | OPM Directive. |
| AGM | (MSPB Decision number and date). |
| ALM | MSPB Directive-US. |
| AQM | MSPB Directive-Inj. |
| ARM | EEOC Decision and date. |
| ASM | Court Decision and date. |
| ATM | 5 U.S.C. 302. Delegation of personnel authority. |
| AUL | OPM Ltr, Auth No, and date. |
| AUM | OPM Letter. |
| AVM | OPM Standards. |
| AWM | OPM Form 1652 or OPM Ltr (date). |
| AXM | Labor Relations Decision and date. |
| AYM | Direct-Hire Authority (cite OPM authority and date). |
| AZM | OPM Office, Authority Number and date. |
| A2M | CS Cert No _____ WTO. Worker trainee program. |
| A3M | CS Rule V. Regs/investigations/enforcement. |
| A7M | CS Rule 3.2. "Rare bird" appointment. |

**LEGAL AUTHORITY (1) (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| | **Bxx** |
| BAB | GW001 (MED). Direct hire/Medical Occupations. |
| BAC | GW002 (IT). Direct hire/Info Tech Mgmt. |
| BAD | GW003 (Iraqi). Direct hire/Iraqi reconstr efforts. |
| BAE | GW004 (Acquisition). Direct hire/Acquisition Positions. |
| BAG | GW006 (VMO). Direct Hire Veterinarian |
| BBM | CS Rule 6.7--TVA Agr. |
| BDN | USDA Demo, (office issuing cert), Cert No (no). Code is for use by the Department of Agriculture only. |
| BKM | CS Rule 6.7--NRC Agr. |
| BLM | CS Rule 6.7--VA Agr. |
| BNK | CS Rule 6.7--FAA Agr. |
| BNM | CS Rule 6.7--DCIPS Agr. |
| BNN | CS Rule 6.7--DOD/NAF Agr. |
| BNR | CS Rule 6.7--IBWC Agr. |
| BNY | CS Rule 6.7--DHS/TSA Agr |
| BNZ | CS Rule 6.7. Corp for Nat'l and Community Svc Agr. |
| BPM | CS Rule 8.3. Appt. of non-US citizen overseas. |
| BWA | OPM Delegation Agr (no), (name of installation issuing certificate), Cert No ____ |
| BWM | OPM Delegation Agr. |
| BYM | USDA Direct Hire Auth (cite case file number and date). Code is for use by the Department of Agriculture only. |
| BYO | OPM Approved Single Agy Auth. Direct hire. |

**LEGAL AUTHORITY (1) (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| | **Cxx** |
| CCM | 5 U.S.C. 2108. Veterans Preference. |
| CGM | 5 U.S.C. 552a(e)(5). Accuracy of personnel actions. |
| CUL | 5 CFR Part 340. Other than Full-Time Career Employment. |
| C1M | Reg 351.201(b) or agy auth. RIF--placement in vacancy. |
| C7M | Reg 715.202 Abandonment. Abandonment of position. |
| | **Dxx** |
| DAK | Reg 630.101-Decl. LWOP--decl new job or location. |
| DAM | Reg 630.101. LWOP. |
| DBM | 5 CFR part 715 or agy auth. Move to another agency. |
| DFM | 5 CFR part 715 Prom or agy auth. Move to agy higher GLB. |
| DKM | 5 CFR part 715 CLG or agy auth. Move to agy GLB. |
| DPM | 5 U.S.C. chapter 87. Life Insurance. |
| | **Fxx** |
| FEM | Reg 532.405. FWS pay actions. |
| FGM | Reg 532.251. FWS pay actions. |
| FNM | Reg 532.415(c). FWS pay actions. |
| FTM | Reg 532.415(a). FWS pay actions. |
| F8M | Reg 532.253. FWS pay actions. |
| | **Hxx** |
| HAM | Reg 250.101. Action required by a decision. |
| HDM | Reg 230.402(c). Emergency appt--outside the register. |
| HGM | Reg 230.402(d)(1). Emergency appt-noncomp/standby basis. |
| HJM | Reg 230.402(d)(2). Emergency appt-noncomp/Def Exec Res. |

**LEGAL AUTHORITY (1) (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| HLM | Reg 230.402(d)(3). Emergency appt--reinstatement elig. |
| HNM | Reg 301.201. Appt of US citizens overseas. |
| HRM | Reg 301.202. US citizen recruited outside O/S area. |
| HWM | Reg 301.204 Mix. Termination--mixed reasons. |
| HXM | Reg 301.204 Preappt. Termination--preappt reasons. |
| HZM | Reg 301.204 Postappt. Termination--postappt reasons. |
| H2L | Reg 304.103. Experts and consultants. |
| H3M | Reg 301.203(c). Temp appt. overseas. |
| | **Jxx** |
| J8M | P.L. 107-288. Veterans Recruitment Appointment (VRA). |
| | **Kxx** |
| KLM | Reg 310.202. Emergency appt. of relative. |
| KMM | Reg 315.202. Conv to career tenure. |
| KQM | Reg 315.401 or agy auth. Reinst career or career-cond. |
| KTM | Reg 315.501 or agy auth. Transfer career or career-cond. |
| KVM | Reg 315.501 Prom or agy auth. Tran career or car-cond. |
| KXM | Reg 315.501 CLG or agy auth. Tran career or career-cond. |
| K1M | Reg 315.601. Appt based on svc in Panama. |
| K4M | Reg 315.602. Appt based on Pres, VP, or Wh House svc. |
| K7M | Reg 315.603(a)(1). In mil whn psn brought into comp svc. |
| K8M | Reg 315.603(a)(3). Comp inj when psn went to comp svc. |
| K9M | Reg 315.603(a)(2). Emp sep aftr psn brght into comp svc. |

**LEGAL AUTHORITY (1) (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| | **Lxx** |
| LAB | Reg. 362.306, Reinstatement from Recent Grad appt. |
| LAD | Reg. 362.407, Reinstatement from a PMF appt. |
| LAE | Reg. 362.107(b), Intern Conv Term to Career/CC appt. |
| LAG | Reg. 362.107(b), RG. Conv Term to Career/CC appt. |
| LAH | Reg. 362.107(b), PMF. Conv Term to Career/CC appt. |
| LAK | Reg. 315.713(a)(1), Conv to Career/CC from Intern appt |
| LAL | Reg. 315.713(a)(2), Conv to Career/CC from RG appt |
| LAM | Reg. 315.612, Noncomp military spouse appt. |
| LAP | Reg. 315.713(a)(3), Conv to Career/CC from PMF appt |
| LBM | Reg 315.604. Appt of disabled vet from VA program. |
| LCM | Reg. 316.402(b)(3); MS. Noncomp mil spouse temp appt. |
| LDM | Reg. 316.302(b)(3); MS. Noncomp mil spouse term appt. |
| LEM | Reg 315.605. Appt of former ACTION volunteer. |
| LHM | Reg 315.606. Appt of Foreign Service Officer. |
| LJM | Reg 315.607. Appt of Peace Corps personnel. |
| LKM | Reg 315.609. Appt based on svc in US psns of PCC. |
| LKP | Reg 315.610. Appt based on Nat'l Guard Techn svc. |
| LLM | Reg 315.701. Psn brought into comp svc. |
| LPM | Reg 315.702. "Rare bird" appt. |
| LSM | Reg 315.703. Emp formerly reached on register. |
| LTM | Reg 315.704(c). Failure to qual for conversion--conduct. |
| LUM | Reg 315.704(c). Failure to meet conversion requirements. |
| LWM | Reg 315.704. Conv to career appt. from temp appt-PER. |
| LXM | Reg 315.804 Eq Mix. Unsat perf & conduct--agy sep auth. |
| LYM | Reg 315.705. Conv to career/career-cond from VRA. |
| LZM | Reg 315.707. Conv of 30% or more disabled vet. |
| L1M | Reg 315.709. Conv of retarded or handicapped emp. |
| L2K | Reg 315.711. Conv or readers/interpret/personal assts. |
| L2M | Reg 315.804. Sep--unsat perform or conduct--probationer. |
| L3M | Reg 315.708. Conv based on PMIP service. (Terminated July 10, 2012.) |
| L4M | Reg 315.804 Eq. Sep--unsat perf or conduct--agency auth. |

**LEGAL AUTHORITY (1) (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| L5M | Reg 315.804 Mix. Sep--unsat perf & conduct--probationer. |
| L6M | Reg 315.805. Sep--preappt conditions. |
| L8M | Reg 315.805 Eq. Sep--preappt conditions--agency auth. |
| L9K | Reg 351.806. Status during RIF notice period. |
| L9M | Reg 315.907 or agy auth. Fail to comp supv/mgr probat. |
| | **Mxx** |
| MAB | Reg. 362.107(a), Intern. Term appt after Internship. |
| MAC | Reg. 362.107(a), RG. Term appt after RG. |
| MAF | Reg. 362.107(a), PMF. Term appt after PMF. |
| MCM | Reg 316.302(b). Term appt outside the register. |
| MEM | Reg 316.302(b)(1) or agy auth. Term appt (reinst elig). |
| MGM | Reg 316.302(b)(2). Term appt (VRA eligibility). |
| MJM | Reg 316.302(b)(3). Term appt (prior service). |
| MLK | Reg 316.302(b)(8). Term appt (former temp employee). |
| MLM | Reg 316.302(b)(7). Term appt (prior term appt). |
| MMM | Reg 316.302(b)(4). Term appt (30%+ disabled vet). |
| MNM | Reg 316.304 Mix. Termination during trial period. |
| MPM | Reg 316.304 Preappt. Termination--preappt conditions. |
| MRM | Reg 316.304 Postappt. Termination--postappt conditions. |
| MUM | Reg 316.401. Temporary appt. |
| MXM | Reg 316.402(a). Temporary appt. |
| M6M | Reg 316.402(b)(1) or agy auth. Temp appt (reinst elig). |
| M8M | Reg 316.402(b)(3). Temp appt (prior service). |
| | **Nxx** |
| NAM | Reg 316.402(b)(7). Temp appt (prior temp service). |
| NCM | Reg 316.402(b)(2). Temp appt (VRA eligibility). |
| NEM | Reg 316.402(b)(4). Temp appt (30%+ disabled vet). |
| NFM | Reg 316.601. Temp appt--"rare bird" auth. |
| NJM | Reg 316.701. Temp appt--Govt takeover. |

**LEGAL AUTHORITY (1) (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| NMM | Reg 316.702. Reg 316.702. Exc Svc Indefinite brought into Comp Svc. |
| NRM | Reg 317.304. Conv to SES from career/career-cond. |
| NSM | Reg 317.305(b). Conversion to SES from excepted appt. |
| NTM | Reg 317.305(b)(3). Conv to SES from excepted appt. |
| NUM | Reg 330.207. Appt from RPL. |
| NVM | Reg 317.306(b)(1). Conv to SES Ltd Term appt. |
| NWM | Reg 317.306(b)(2). Conv to SES Noncareer appt. |
| NXM | Reg 317.306(b)(3)(i). Conv to SES frm time-limited appt. |
| NYM | Reg 334.101. LWOP for IPA assignment. |
| N1M | Reg 334.104. Ext of LWOP for IPA assignment. |
| N2M | Reg 335.102 or agy auth. Prom/Reas/CLGLB. |
| N3M | Reg 335.102 Comp or agy auth. Comp Prom/Reas/CLGLB. |
| N5M | Reg 335.102 Upgrading. Promotion because psn upgraded. |
| N6M | Reg 335.102 Career Prom or agy auth. Career promotion. |
| N7M | Reg 335.102 Reclass. Prom or reas due to psn reclass. |
| N8M | Reg 335.102 Excp to Comp or agy auth. Prom or reas. |
| N9M | Reg 351.201. Use of RIF regulations. |
| | **Pxx** |
| PDM | Reg 351.302. Transfer of function. |
| PGM | Reg 351.501. Chg in career tenure. |
| PKM | Reg 351.502. Chg in tenure-excepted service. |
| PNM | Reg 351.603. RIF placement/separation. |
| PNR | Reg 351.603(A-76). RIF due to contracting out. |
| PSM | Reg 351.604(d). Recall from RIF furlough. |
| PTG | Reg 351.605 or agy auth. Exc to RIF release-liquidation. |
| PTH | Reg 351.607. Exc to RIF release-avoid interruption. |
| PTJ | Reg 351.606(a). Exc to RIF release-mil reempl rights. |
| PTK | Reg 351.608(f). Exc to RIF release--other. |

**LEGAL AUTHORITY (1) (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| PTL | Reg 351.608(c). Exc to RIF release--sat govt oblig. |
| PTM | Reg 351.608(b). Exc to RIF release--continue activity. |
| PTP | Reg 351.608(b). Exc to RIF release--retir elig. |
| PTR | Reg 351.608(d). Exc to RIF release--sick leave. |
| PTS | Reg 351.608(e)(1). Exc to RIF release--HB elig. |
| PTT | Reg 351.608(e)(1). Exc to RIF release--retir elig. |
| PTU | Reg 351.606(b). Exc to RIF release--HB elig. |
| PWM | Reg 352.204. Reempl after emergency interagency move. |
| PZM | Reg 352.308. Transfer to an international organization. |
| P2M | 5 CFR 352. Reemployment of SES after svc with BIA, PCC, IAEA. |
| P3M | Reg 352.311. Reempl after transfer to internat'l org. |
| P5M | Reg 352.507. Reempl under the Foreign Asst Act. |
| P7M | Reg 352.803. Reemployment of SES after svc with AIT. |
| | **Qxx** |
| QAK | Reg 353.207. Restoration after military service. |
| QBK | Reg 353.301. Restoration after recovery from injury. |
| QCK | Reg 353.301(d). Restoration after partial recovery. |
| QGM | Reg 432.101. Action based on performance. |
| QHM | Reg 432.101 Eq. Action based on perf--agency auth. |
| QHP | Reg 530.322(a). Special salary rates. |
| QJP | Reg 530.322(c). Special salary rates. |
| QKP | Reg 530.323. Existing rate equal. |
| QLM | 5 CFR 530.323(c). Not entitled to pay retention. |
| QLP | Reg 530.323. Existing rate between two rates. |
| QMP | Reg 530.323. Existing rate higher. |
| QRD | 5 U.S.C. 5538. Reservist Differential Provision. |
| QTM | Reg 531.222(c). Use of spec salary rate on reas. |
| QUA | Reg. 531.241. Employee loses GM status. |
| QUB | Reg. 530.303(d). Special rate terminated because employee entitled to higher rate of basic pay. |

**LEGAL AUTHORITY (1) (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| QUM | Reg 531.242. Pay upon loss of PMRS status. |
| QWM | Reg 531.207. Pay conv at time of annual pay adj. |
| QZM | Reg 531.301. Special pay for LEO's. |
| Q3A | (Cite appropriate law, E.O., or regulation that authorizes the action.) Perf-based pay incr provided on a regular cycle. |
| Q3B | (Cite appropriate law, E.O., or regulation that authorizes the action.) Perf-based pay incr provided on an irregular basis. |
| Q3C | Reg. 534.404(b)(4). Pay increase not to exceed amount necessary to maintain SES member's relative position in the SES rate range. |
| Q3D | Other SES pay increase provided on an irregular basis which does not count toward the 12-month rule. (Cite law, E.O., or regulation that authorizes the action.) |
| Q3E | Cite appropriate law, E.O., or regulation that authorizes the action. |
| Q3F | Reg. 534.404(b)(6). SES rate reduction for performance or disciplinary reasons. |
| Q3K | 5 CFR, Part 353. Absent uniformed svc/restore to duty. |
| Q5M | Reg 531.409. Denial of within grade increase. |
| Q7M | Reg 531.404. Within grade increase. |
| Q9K | Reg 531.414(a). Interim WGI. |
| Q9M | Reg 531.414(c). Termination of interim WGI. |
| | **Rxx** |
| RAH | Reg 752.401. Removal/susp/pay or grade reduction/furl. |
| RBM | Reg 531.501. Quality increase. |
| RJM | Reg 536.202(a). Grade retention--agency auth. |
| RJR | Reg 536.304(b)(1). Pay determination for pay retention. |
| RKM | 5 CFR Part 536. Grade & pay retention. |
| RLM | Reg 536.207(b)(2). Loss of grade retention. |

**LEGAL AUTHORITY (1) (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| RMM | Reg 550.151. Premium pay. |
| RPM | Reg 715.202. Resignation. |
| RPR | Reg 715.202(A-76 Assignment). Resignation in lieu of new job under A76 procedures. |
| RQM | Reg 715.202 CAA. Resig in lieu of cvl svc adv actn proc. |
| RRM | Reg 715.202 EAA. Resig in lieu of adv action-equiv proc. |
| RSM | Reg 715.202 OAA. Resig in lieu of adv action-other proc. |
| RTM | Reg 715.202 RIF. Resig--RIF. |
| RTR | Reg 715.202 (A-76). Resig in lieu of contracting out. |
| RUM | Reg 715.202 Other. Resig--employee w/no appeal rights. |
| RWM | Reg 715.202 Reas. Resignation in lieu of reassignment. |
| RXM | Reg 715.202 Relo. Resignation in lieu of relocation. |
| RYM | Reg 731.201. Removal based on suitability. |
| R6M | Reg 715.202 Prob. Resig in lieu of psn chg/sep dur prob. |
| R7M | Reg 715.202 Perf. Resig in lieu of perf action--CS proc. |
| R8M | Reg 715.202 Eq Perf. Resig in lieu of perf act--eq proc. |
| R9M | Reg 715.202 (Recert). Resig aftr fail to get SES recert. |
| R9N | Reg 772.102(a). Interim relief appt in duty status. |
| R9P | Reg 772.102(b). Termination of interim relief action. |
| R9Q | Reg 772.102(b)(3). Termination of interim relief action. |
| R9R | 5 CFR part 772. Interim relief appt in nonduty status. |
| | **Sxx** |
| SQM | 5 U.S.C. 8336. Retirement under CSRS opt'l provisions. |
| SRM | Reg 831.501. Vol retire--CSRS (health reasons). |
| SUM | 5 U.S.C. 8337. Disability retirement--CSRS. |
| SWM | 5 U.S.C. 8335. Mandatory retirement--CSRS. |
| SZR | Reg 930.204(e). Promotion of Admin. Law Judge. |
| SZS | Reg 930.204(f). Reassignment of Admin. Law Judge. |

**LEGAL AUTHORITY (1) (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| SZT | Reg 930.204(h). Transfer of Admin. Law Judge. |
| SZW | Reg 930.204(g). Reinstatement of former Admin. Law Judge. |
| SZX | Reg 930.209. Temp. reemployment of senior Admin. Law Judge. |

**LEGAL AUTHORITY (1) (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| | **Uxx** |
| UAM | 10 U.S.C. 1601. DOD Civ Intel Pers Mgt System (CIPMS). |
| UBM | 10 U.S.C. 1606. DOD Civ Intel Pers Mgt System (CIPMS). |
| UCM | Sec 625(d) FA Act. |
| UDM | P.L. 105-277 as amended. Treasury demo project. Code is for use by the Department of the Treasury only. |
| UEM | Cite agency document or order approving the continuance and its date. Code is for use by the Department Homeland Security only. |
| UFM | FS Act of 1980. |
| UGM | FY1999 National Defense Auth Act, Effective 10/17/1998. Code is for use by the Department of Energy only. |
| UJM | Peace Corps Act. |
| UNM | Agency Directive or Order. |
| USM | (Cite authority). |
| USP | (Agency authority for suspension of 1-14 calendar days). |
| USR | (Agency authority for suspension of more than 14+ calendar days). |
| UTM | Agency Reg Relocation. |
| UWM | Agency Reg Preappt. Act based on conditions before appt. |
| UXM | (Enter Law, E.O., or Reg. that authorizes the termination.) Termination--preappt conditions. |
| UYM | (Enter authority under which employee was appointed.) Termination of temp appointee. |
| UZM | Agency Reg Postappt. Act based on conditions after appt. |
| U3M | Agency Reg Reclass. Act based on reclassification. |

**LEGAL AUTHORITY (1) (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| | **Vxx** |
| VAA | 5 U.S.C. 1204. Action ordered by MSPB. |
| VAB | 5 U.S.C. 1204-MFD. Action ordered by MSPB for 14+ days. |
| VAC | 5 U.S.C. 7502. Suspension for 14 days or less. |
| VAD | 5 U.S.C. 7502-Eq. Suspen for 14 days or less--agy proc. |
| VAE | 5 U.S.C. 7512-Eq. Adverse actions--agency procedures. |
| VAG | 5 U.S.C. 3395(d)(2). Transfer--SES noncareer appointee. |
| VAJ | 5 U.S.C. 75. Adverse actions. |
| VAV | 5 U.S.C. 7532-MFD. Suspen for nat security for 14+ days. |
| VBA | 5 U.S.C. 3501(f). Voluntary RIF Separation. Code is for use by the Department of the Air Force, Department of the Army, Department of Defense, and Department of the Navy only. |
| VBJ | 5 U.S.C. 3593(a). SES reinstatement. |
| VBM | 5 U.S.C. 3102(b). Pers assts to handicapped employees. |
| VCJ | 5 U.S.C. 3593(b). SES reinstatement. |
| VCL | 5 U.S.C. 3329. Conv of mil rsv tech to comp svc. Code is for use by the Department of the Air Force, Department of the Army, Department of Defense, and Department of the Navy only. |
| VCM | 5 U.S.C. 3323. Reemployed annuitants. |
| VCR | 5 U.S.C. 3395. Reas & transfer w/in the SES. |
| VCS | 5 U.S.C. 3594(b)(1). Placement out of SES-performance. |
| VCT | 5 U.S.C. 3594(b)(2). Placement out of SES-RIF. |
| VCW | 5 U.S.C. 3594(b)(3). Failure to be recertified in SES. |
| VDJ | 5 U.S.C. 3594(a). Unsat perf--SES prob period. |
| VDK | 5 U.S.C. 3595. RIF-SES. |
| VDM | 5 U.S.C. 3595(b)(3)(A). RIF placement in the SES. |
| VDR | 5 U.S.C. 3595a. Furlough in the SES. |
| VDS | 5 U.S.C. 7542 SES Suspension more than 14days. |
| VEJ | 5 U.S.C. 4314. Act based on SES performance appraisals. |

**LEGAL AUTHORITY (1) (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| VFJ | 5 U.S.C. 4314(b)(3). Move from SES--performance. |
| VGG | 5 U.S.C. 4703(a)(1). Demo projects-qualifications. |
| VGJ | 5 U.S.C. 4314(b)(4). Move from SES--performance. |
| VGK | 5 U.S.C. 4703(a)(2). Classif & comp demo projects. |
| VGL | 5 U.S.C. 4703. Demo projects. |
| VGM | 5 U.S.C. 3343. Details to international organizations. |
| VGP | 5 U.S.C. 5107. Classification-OPM standards. |
| VGR | 5 U.S.C. 5304. Locality-based comparability. |
| VHJ | 5 U.S.C. 75 Eq. Adverse action-equiv. procedures. |
| VJJ | 5 U.S.C. 75 Relo. Adverse action-declined relocation. |
| VJM | 5 U.S.C. 3325. Appt to sci/prof positions. |
| VKJ | 5 U.S.C. 5362. Grade retention. |
| VKK | 5 U.S.C. 5362 Decl Transfer. Grade ret term--decl trans. |
| VLJ | 5 U.S.C. 5362(c). Grade retention entitlements. |
| VLK | 5 U.S.C. 5362 Reclass. Grade retention--reclass. |
| VLM | 5 U.S.C. 3341. Details. |
| VMJ | 5 U.S.C. 5362(a). Conditions for grade retention. |
| VMK | 5 U.S.C. 5362 RIF. Grade retention-RIF. |
| VMM | 5 U.S.C. 3341 Exc-Other. Detail to exc service psn. |
| VNJ | 5 U.S.C. 5362(d)(3). Grade retention term--decl psn. |
| VNM | 5 U.S.C. 3341 Exc. Detail to excepted service psn. |
| VPA | Reg. 575.315, Retention Incentive |
| VPB | Reg. 575.315, (Higher Cap) Retention Incentive |
| VPC | Reg. 575.315(g), Retention Incentive Terminated |
| VPE | 5 U.S.C. 3374. Assignment from state/local govt. |
| VPF | 5 U.S.C. 5753. Recruitment & relocation bonuses. |
| VPH | 5 U.S.C. 5755. Supervisory differential. |
| VPL | 5 U.S.C. 5362(d)(4). Grade retention terminatd--emp req. |
| VPM | 5 U.S.C. 3341 Reorg. Detail--reorganization. |
| VPN | 5 U.S.C. 5754(d)(3)(A). Retention Incentive. |
| VPO | 5 U.S.C. 5753(e). Recruit/Reloc Incentive (critical). |

**LEGAL AUTHORITY (1) (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| VPR | 5 U.S.C. 5754(e). Retention Incentive. |
| VPS | 5 U.S.C. 5754(f). Retention Incentive (critical). |
| VPT | Recruitment Incentive (cite Law, E.O., Reg) |
| VPW | Relocation Incentive (cite Law, E.O., Reg) |
| VPX | Reg. 575.311. Retention Incentive (no svc agr req). |
| VPY | Reg. 575.311. Retention Incentive (svc agr req). |
| VQJ | 5 U.S.C. 5362(b). 2-year limit on grade retention. |
| VQM | 5 U.S.C. 3341 Exc-Unclass. Detail-exc svc-unclassif psn. |
| VRJ | 5 U.S.C. 5363. Pay retention. |
| VSJ | 5 U.S.C. 5363(a). Conditions for pay retention. |
| VSM | 5 U.S.C. 3341 Unclass. Detail to unclassified position. |
| VTJ | 5 U.S.C. 5363(e)(2). Grade reten terminated--decl offer. |
| VUJ | 5 U.S.C. 75 Reclass. Adverse action--reclass. |
| VUL | 5 U.S.C. 5343(e)(2). WGI-prevailing rate employee. |
| VUM | 5 U.S.C. 3393 Preappt. SES separatn--preappt conditions. |
| VVJ | 5 U.S.C. 75 Reclass Eq. Adv action--reclass--agy proc. |
| VWJ | 5 U.S.C. 7512. Adverse actions-coverage. |
| VWK | 5 U.S.C. 5384. SES performance award. |
| VWL | 5 U.S.C. 5596. Back pay. |
| VWM | 5 U.S.C. 3341 Growth. Detail--psn w/ growth potential. |
| VWN | 5 U.S.C. 9902(f). Separation incentive. Code is for use by the Department of the Air Force, Department of the Army, Department of Defense, and Department of the Navy only. |
| VWP | 5 U.S.C. 7513. Adverse actions-cause & procedures. |
| VWR | 5 U.S.C. 7513-Eq. Adverse actions--agency procedures. |
| VXC | 5 U.S.C. 5545a(i). Availability pay. |
| VXK | 5 U.S.C. 5941. Cost of living allowances. |
| VXM | 5 U.S.C. 6101. Work schedules. |
| VYM | 5 U.S.C. 3393 Postappt. SES sep--postappt conditions. |
| VZL | 5 U.S.C. 3341 Other. Detail to higher grade--no reorg. |

**LEGAL AUTHORITY (1) (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| VZM | 5 U.S.C. 6303. Annual leave accrual. |
| V1J | 5 U.S.C. 5365. Grade retention--OPM auth for regs. |
| V1M | 5 U.S.C. 3341 Exc-Reorg. Detail to exc svc--reorg. |
| V1P | 5 U.S.C. 5371. 38 U.S.C. Pay. |
| V2J | 5 U.S.C. 75 Relo Eq. Adverse act--decl reloc--agy proc. |
| V2L | 5 U.S.C. 7325. Hatch Act violation. |
| V2M | 5 U.S.C. 3393. SES career appt. |
| V3A | Reg. 534.404(b)(6). Rating-based lump-sum payment in lieu of a pay adjustment due to range maximum or control point. (Cite law, E.O., or regulation that authorizes the action.) |
| V3B | Reg. 534.404(b)(6). Rating-based lump-sum payment in lieu of a pay adjustment – other reason. (Cite law, E.O., or regulation that authorizes the action.) |
| V3M | 5 U.S.C. 3396(c)(1). SES sabbatical. |
| V3P | 5 U.S.C. 8336(d)(2). "Early out" retirement. |
| V4J | 5 U.S.C. 7532. Susp/removal--nat'l security. |
| V4L | 5 U.S.C. 3394(a) Noncareer. SES noncareer appt. |
| V4M | 5 U.S.C. 3394(a) Limited Term. SES ltd term appt. |
| V4P | 5 U.S.C. 3394(a) Limited Emergency. SES ltd emerg appt. |
| V5J | 5 U.S.C. 75 Preappt. Adverse actions--preappt cond. |
| V5M | 5 U.S.C. 3395(a)(1)(A). Reassign--SES career. |
| V6J | 5 U.S.C. 75 Postappt. Adverse action--postappt cond. |
| V6M | 5 U.S.C. 3395(a)(1)(B). Transfer--SES career. |
| V7G | 5 U.S.C. 4507(e)(1). Meritorious Executive SES. |
| V7J | 5 U.S.C. 75 Preappt Eq. Adv act--preappt cond--agy proc. |
| V7M | 5 U.S.C. 3395(b)(1). Reassign--SES Ltd Emergency. |
| V7R | 5 U.S.C. 95. IRS pay flexibilities. Code is for use by the Internal Revenue Service (Department of the Treasury) only. |
| V8G | 5 U.S.C. 4507(e)(2). Distinguished Executive-SES. |

**LEGAL AUTHORITY (1) (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| V8J | 5 U.S.C. 75 Postappt Eq. Adv act-postappt cond-agy proc. |
| V8K | 32 U.S.C. 709(b). Nat'l Guard technician. Code is only for use by the Air National Guard (Department of the Air Force) and Army National Guard (Department of the Army) technicians employed under title 32, U.S. Code. |
| V8L | 39 U.S.C. 1006. Reemployment based on postal service. |
| V8M | 5 U.S.C. 3395(b)(2). Reassig--SES Ltd. Term. |
| V8N | 32 U.S.C. 709. National Guard tech--comp svc. Code is only for use by the Air National Guard (Department of the Air Force) and Army National Guard (Department of the Army) technicians employed in the competitive service under title 32, U.S. Code. |
| V8V | 38 U.S.C. D/VA authority. Code is for use by the Department of Veterans Affairs only. |
| V9A | 5 U.S.C. 75 Reas. Adverse action--declined reassignment. |
| V9B | 5 U.S.C. 75 Reas-Eq. Agency adv action--declined reas. |
| V9M | 5 U.S.C. 3395(d)(1). Reassign--SES noncareer. |
| V9N | 5 U.S.C. 4507a(c). Meritorious Sr Professional - Career. |
| V9P | 5 U.S.C. 4507a(c). Distinguished Sr Professional - Career. |
| | **Wxx** |
| WAM | Sch A, 213.3102(a). Chaplain/Chaplain assts. |
| WCM | Sch A, 213.3102(c). Pres appt w/o Senate confirm. |
| WDM | Sch A, 213.3102(d). Attorneys. |
| WEM | Sch A, 213.3102(e). Law clerk trainees. |
| WFM | Sch A, 213.3102(f). Interpreter--Chinese/Japanese/Hindu. |
| WJM | Sch A, 213.3102(j). Former Nat'l Guard technicians. |
| WKM | Sch A, 213.3102(k). Appt. without compensation. |
| WLM | Sch A, 213.3102(l). Consultants. |
| WNM | Sch A, 213.3102(n). Physicians, surgeons, dentists. |
| WTA | Reg 213.3102(u)-MD. Mental Retardation. |

**LEGAL AUTHORITY (1) (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| WTB | Reg 213.3102(u)-PD. Psychiatric Retardation. |
| WUM | Sch A, 213.3102(u). Severely physically handicapped. |
| WXM | Sch A, 213.3102(x). Work-release program. |
| WZM | Sch A, 213.3102(z). White House Fellows. |
| W6M | Sch A, 213.3102(o). Faculty mbr--sci/prof/anal psn. |
| W9N | Sch A, 213.3102(i)(1). Temp, not F/T-remote loc. |
| W9P | Sch A, 213.3102(i)(2). Temp, not F/T-crit hiring need. |
| W9R | Sch A, 213.3102(i)(3). Temp, not F/T-other pos. |
| W9S | Sch A, 213.3102(r). Internship or Fellowship Programs. |
| W9T | Sch A, 213.3102(s). Student assgned to medical facility. |
| | **Xxx** |
| XAM | Sch A, 213.3102(aa). GS 11+ sci/prof research assoc. |
| XBM | Sch A, 213.3102(bb). Alien employees. |
| XFM | Sch A, 213.3102(ff). Attorney General programs. |
| XXM | Sch A, 213.3102(ll). Reader/Interpreter/Pers asst. |
| XZM | Sch A, 213.31xx. Agency-unique Schedule A authority. |
| | **Yxx** |
| YEA | Sch D, 213.3402(a). Pathways Program Intern appt. |
| YEB | Sch D, 213.3402(b). Pathways Program RG appt. |
| YEC | Sch D, 213.3402(c). Pathways Program PMF appt. |
| YEK | Reg.362.203(e). Promotion of Pathways Intern |
| YEL | Reg.362.303(e). Promotion of Pathways RG |
| YEM | Reg.362.405(c). Promotion of Pathways PMF |
| YJM | Sch B, 213.3202(j). SES executive development program. |
| YKB | Sch B, 213.3202(n). Vet Empl Opp Act of 1998. |
| YMM | Sch B, 213.3202(m). Appt. following removal from the SES. |
| Y5M | Sch B, 213.32xx. Agency-unique Schedule B authority. |
| Y7M | Sch C, 213.33xx. Agency-unique Schedule C authority. |

**LEGAL AUTHORITY (1) (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| Y8M | Sch C, Authority other than Sch C, 213.33xx, (i.e., Law or E.O. which establishes a Sch C Position). |
| Y9K | Sch C, 213.3302(a). Temporary Transitional Schedule C. |
| | **Zxx** |
| ZAA | (Enter Agency Authority). Vol separations incentive. |
| ZBA | P.L. 106-117, Sec. 511. Vet Emp Opp Act - comp srvc. |
| ZEA | Pub. Law 111-5. American Reinvest & Recovery Act |
| ZEM | EO 10450. Security requirements for Government employees. |
| ZFM | EO 12107. Implementation of Reorganization Plan of 1978. |
| ZGM | EO 10826. Correction of an administrative error. |
| ZGY | EO 11203. Conversion of Secret Service Agent. |
| ZHK | EO 11955. Conversion of astronaut. Code is for use by the National Aeronautics and Space Administration only. |
| ZHM | EO 12008. Estab of Pres Mgt Intern Program. |
| ZJK | EO 12721. Family member noncomp appt. |
| ZJP | EO 12364. Presidential Management Intern Program. |
| ZJR | Operation Desert Shield. |
| ZJS | Operation Restore Hope. |
| ZJT | Operation Uphold Democracy. |
| ZJU | Operation Joint Endeavor. Bosnia. |
| ZJV | Operation Allied Force. |
| ZJW | E.O. 13223 dated 9/14/2001. |
| ZKM | Law, E.O., or Reg that authorizes Pres Appt. |
| ZLJ | Other Citation (Law, E.O., or Reg which authorizes discharge because of misconduct). |
| ZLK | Other Citation (Law, E.O., or Reg which authorizes discharge because of performance). |

**LEGAL AUTHORITY (1) (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| ZLL | Other Citation (Law, E.O., or Reg which authorizes discharge because of both misconduct and performance). |
| ZLM | Other Citation (Law, E.O., Reg). |
| ZMM | EO 12230. Conversion of DEA criminal investigators. |
| ZNM | Law, E.O., or Reg that authorizes Presidential Appt with Advice and Consent of Senate. |
| ZPM | P.L. 96-8 (American Institute in Taiwan). |
| ZQM | 31 U.S.C. 732(g). Based on svc with GAO. |
| ZRL | P.L. 105-119. FBI comp and perf demo. Code is for use by the Federal Bureau of Investigation (Department of Justice) only. |
| ZRM | Agency Restoration Authority. |
| ZSE | P.L. 105-61. Change to FERS Coverage. |
| ZSK | P.L. 99-145, as amended. Spouse pref--DOD. |
| ZSL | Pub. Law 106-265 (FERCCA), dated September 19, 2000. |
| ZSM | 5 U.S.C. chapter 84. Election of FERS. |
| ZSP | P.L. 99-574, Sec. 10. NIST demo--appts. Code is for use by the National Institute of Standards and Technology (Department of Commerce) only. |
| ZSR | P.L. 99-574, Sec. 10(b). NIST demo. Code is for use by the National Institute of Standards and Technology (Department of Commerce) only. |
| ZST | P.L. 99-574, Sec. 10(b)(1). NIST demo--loss of supv dif. Code is for use by the National Institute of Standards and Technology (Department of Commerce) only. |
| ZSV | P.L. 99-574, Sec. 10(b)(5). NIST demo. Code is for use by the National Institute of Standards and Technology (Department of Commerce) only. |
| ZSW | P.L. 99-574, Sec. 10(b)(6). NIST demo--supv diff'l. Code is for use by the National Institute of Standards and Technology (Department of Commerce) only. |

**LEGAL AUTHORITY (1) (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| ZSX | P.L. 99-574, Sec. 10(b)(10). NIST demo--pay adj. Code is for use by the National Institute of Standards and Technology (Department of Commerce) only. |
| ZSY | P.L. 99-574, Sec. 10(b)(1), and 10. NIST demo. Code is for use by the National Institute of Standards and Technology (Department of Commerce) only. |
| ZSZ | P.L. 99-574, Sec. 10(b)(10) - Temp. NIST demo--reas NTE. Code is for use by the National Institute of Standards and Technology (Department of Commerce) only. |
| ZTM | P.L. 99-586. Appt of former Nat'l Guard Tech. |
| ZTP | P.L. 99-603. Immigration Act of 1986. |
| ZTR | P.L. 100-472, Sec. 203. Bur Ind Affairs & Ind Health Sv. Code is for use by the Bureau of Indian Affairs (Department of the Interior) and the Indian Health Service (Department of Health and Human Services) only. |
| ZTU | 28 U.S.C. 602. Admin Ofc of U.S. Courts. |
| ZTW | P.L. 101-509, Sec. 403. LEO special rates. |
| ZTZ | P.L. 101-509. FEPCA. |
| ZVB | P.L. 104-50. FAA reform. Code is for use by the Federal Aviation Administration (Department of Transportation) only. |
| ZVC | P.L. 107-71. Transportation Security Administration. Code is for use by the Transportation Security Administration (Department of Transportation) only. |
| ZVE | P.L 110-161. Section 535 Division E. Code is for use by the Department of Homeland Security only. |
| ZVF | TSA MD 1100-30-7. Code is for use by the Department of Homeland Security (Transportation Security Administration) only. |
| ZVG | Sch. A, 213.3106 (b) (10) Temporary or Time-Limited Positions in Direct Support of US Government efforts (Effective October 1, 2012) |

**LEGAL AUTHORITY (1) (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| Z2M | P.L. 101-510. Def Nuclear Facilities Safty Bd. Code is for use by the Defense Nuclear Facilities Safety Board only. |
| Z2P | P.L. 103-89. PMRS termination. |
| Z2R | P.L. 103-226. Vol. separations incentive. |
| Z2S | 5 U.S.C. 5545a. Availability pay. |
| Z2U | P.L. 103-337. Defense Lab Demo. Code is for use by the Department of the Air Force, Department of the Army, Department of Defense, and Department of the Navy only. |
| Z2W | P.L. 104-106. Defense Acquisition Demo. Code is for use by the Department of the Air Force, Department of the Army, Department of Defense, and Department of the Navy only. |
| Z4A | P.L. 108-201, Sec. 9804 (critical). Recruitment bonus. Code is for use by the National Aeronautics and Space Administration only. |
| Z4B | P.L. 108-201, Sec. 9804. Recruitment bonus. Code is for use by the National Aeronautics and Space Administration only. |
| Z4C | P.L. 108-201, Sec. 9804 (critical). Redesignation bonus. Code is for use by the National Aeronautics and Space Administration only. |
| Z4D | P.L. 108-201, Sec. 9804. Redesignation bonus. Code is for use by the National Aeronautics and Space Administration only. |
| Z4E | P.L. 108-201, Sec. 9804 (critical). Relocation bonus. Code is for use by the National Aeronautics and Space Administration only. |
| Z4F | P.L. 108-201, Sec. 9804. Relocation bonus. Code is for use by the National Aeronautics and Space Administration only. |
| Z4G | P.L. 108-201, Sec. 9805 (critical). Retention bonus. Code is for use by the National Aeronautics and Space Administration only. |

**LEGAL AUTHORITY (1) (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| Z4H | P.L. 108-201, Sec. 9805. Retention bonus. Code is for use by the National Aeronautics and Space Administration only. |
| Z4J | P.L. 108-201, Sec. 9806 (critical). Term Appt NTE. Code is for use by the National Aeronautics and Space Administration only. |
| Z4K | P.L. 108-201, Sec. 9806. Term Appt NTE. Code is for use by the National Aeronautics and Space Administration only. |
| Z4L | P.L. 108-201, Sec. 9806 (critical). Conv Career/CC Appt. Code is for use by the National Aeronautics and Space Administration only. |
| Z4M | P.L. 108-201, Sec. 9806. Conv Career/CC Appt. Code is for use by the National Aeronautics and Space Administration only. |
| Z4N | P.L. 108-201, Sec. 9810 (critical). Career-Cond Appt. Code is for use by the National Aeronautics and Space Administration only. |
| Z4P | P.L. 108-201, Sec. 9810. Career-Cond Appt. Code is for use by the National Aeronautics and Space Administration only. |
| Z4S | P.L. 108-201, Sec. 9806 (critical). Conv Career/CC (MP). Code is for use by the National Aeronautics and Space Administration only. |
| Z4T | P.L. 108-201, Sec. 9806. Conv Career/CC (MP). Code is for use by the National Aeronautics and Space Administration only. |
| Z4V | P.L. 108-201, Sec. 9813 (critical). SES Lmtd Term/Provis. Code is for use by the National Aeronautics and Space Administration only. |
| Z4W | P.L. 108-201, Sec. 9813. SES Lmtd Term/Provis. Code is for use by the National Aeronautics and Space Administration only. |
| Z4X | P.L. 108-201, Sec. 9814 (critical). Prom/Reas/Conv Appt/Trnf. Code is for use by the National Aeronautics and Space Administration only. |

**LEGAL AUTHORITY (1) (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| Z4Y | P.L. 108-201, Sec. 9814. Prom/Reas/Conv Appt/Trnf. Code is for use by the National Aeronautics and Space Administration only. |

## LEGAL AUTHORITY (2)

**Definition:** The law, executive order, rule, regulation, or other basis that, in addition to LEGAL AUTHORITY (1), authorizes the appointing officer to effect a personnel action on an employee.

**Responsible Organization:** Office of Personnel Management, Employee Services, Office of the Chief Information Officer, Records Management.

**Applicability:** Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds, Personnel Actions Standard Form 50/52).

**Format:** TEXT_F(3)

**Note:**

This data element is only used when a second legal authority is required for a nature of action.

Legal authority codes that are current appointment authority codes may only be established by OPM. Legal authority codes established by OPM may begin with an alphabetic character or the numeric characters 1, 2, 3, 4, or 5. Agencies may create their own legal authority codes, but not current appointment authority codes. These legal authority codes must begin with the numeric characters 6, 7, 8, or 9. Agency-created legal authority codes may be cited on actions that: (1) are not reported to the Enterprise Human Resources Integration (EHRI) or (2) are reported to the EHRI as the second legal authority code.

Uses LEGAL AUTHORITY (1) code set.

## LISTENING PROFICIENCY

**Definition:** The assessed proficiency of the individual in understanding a given spoken language.

**Responsible Organization:** Department of Defense, Defense Language Institute.

**Applicability:** Voluntary.

**Cross-Reference:** None.

**Format:** NUMBER_F(2)

**Note:**

The following proficiency level descriptions characterize comprehension of the spoken language. Each of the six "base levels" (coded 00, 10, 20, 30, 40, and 50) implies control of any previous "base level's" function and accuracy. The "plus level" designation (coded 06, 16, 26, etc.) will be assigned when proficiency substantially exceeds one base skill level and does not fully meet the criteria for the next "base level." The "plus level" descriptions are therefore supplementary to the "base level" descriptions.

A skill level is assigned to a person through an authorized language examination. Examiners assign a level on a variety of performance criteria exemplified in the descriptive statements. Therefore, the examples given here illustrate, but do not exhaustively describe, either the skills a person may possess or situations in which he/she may function effectively.

Statements describing accuracy refer to typical stages in the development of competence in the most commonly taught languages in formal training programs. In other languages, emerging competence parallels these characterizations, but often with different details.

Unless otherwise specified, the term "native listener" refers to native speakers and listeners of a standard dialect.

"Well-educated," in the context of these proficiency descriptions, does not necessarily imply formal higher education. However, in cultures where formal higher education is common, the language-use abilities of persons who have had such education is considered the standard. That is, such a person meets contemporary expectations for the formal, careful style of the language, as well as a range of less formal varieties of the language.

**LISTENING PROFICIENCY (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 00 | Listening, No Proficiency. No practical understanding of the spoken language. Understanding is limited to occasional isolated words with essentially no ability to comprehend communication. (Has been abbreviated L-O in some nonautomated applications.) |
| 06 | Listening, Memorized Proficiency. Sufficient comprehension to understand a number of memorized utterances in areas of immediate needs. Slight increase in utterance length understood but requires frequent long pauses between understood phrases and repeated requests on the listener's part for repetition. Understands with reasonable accuracy only when this involves short memorized utterances formulae. Utterances understood are relatively short in length. Misunderstandings arise due to ignoring or inaccurately hearing sounds or word endings (both inflectional and non-inflectional), distorting the original meaning. Can understand only with difficulty even such people as teachers who are used to speaking with non-native speakers. Can understand best those statements where context strongly supports the utterance's meaning. Gets some main ideas. (Has been abbreviated L-O+ in some nonautomated applications.) |
| 10 | Listening, Elementary Proficiency. Sufficient comprehension to understand utterances about basic survival needs and minimum courtesy and travel requirements. In areas of immediate need or on very familiar topics, can understand simple questions and answers, simple statements and very simple face-to-face conversations in a standard dialect. These must often be delivered more clearly than normal at a rate slower than normal, with frequent repetitions or paraphrase (that is, by a native used to dealing with foreigners). Once learned, these sentences can be varied for similar level vocabulary and grammar and still be understood. In the majority of utterances, misunderstandings arise due to overlooked or misunderstood syntax and other grammatical clues. Comprehension vocabulary inadequate to understand anything but the most elementary needs. Strong interference from the candidate's native language occurs. Little precision in the information understood due to the tentative state of passive grammar and lack of vocabulary. Comprehension areas include basic needs such as: meals, lodging, transportation, time and simple directions (including both route instructions and orders from customs officials, policemen, etc.). Understands main ideas. (Has been abbreviated L-1 in some nonautomated applications.) |

**LISTENING PROFICIENCY (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 16 | Listening, Elementary Proficiency, Plus. Sufficient comprehension to understand short conversations about all survival needs and limited social demands. Developing flexibility evident in understanding into a range of circumstances beyond immediate survival needs. Shows spontaneity in understanding by speed, although consistency of understanding uneven. Limited vocabulary range necessitates repetition for understanding. Understands more common time forms and most question forms, some word order patterns, but miscommunication still occurs with more complex patterns. Cannot sustain understanding of coherent structures in longer utterances or in unfamiliar situations. Understanding of descriptions and the giving of precise information is limited. Aware of basic cohesive features, e.g., pronouns, verb inflections, but many are unreliably understood, especially if less immediate in reference. Understanding is largely limited to a series of short, discrete utterances. Still has to ask for utterances to be repeated. Some ability to understand facts. (Has been abbreviated L-1+ in some nonautomated applications.) |
| 20 | Listening, Limited Working Proficiency. Sufficient comprehension to understand conversations on routine social demands and limited job requirements. Able to understand face-to-face speech in a standard dialect, delivered at a normal rate with some repetition and rewording, by a native speaker not used to dealing with foreigners, about everyday topics, common personal and family news, well-known current events, routine office matters through descriptions and narration about current, past and future events; can follow essential points of discussion or speech at an elementary level on topics in his/her special professional field. Only understands occasional words and phrases of statements made in unfavorable conditions, for example through loudspeakers outdoors. Understands factual content. Native language causes less interference in listening comprehension. Able to understand the facts, i.e., the lines but not between or beyond the lines. (Has been abbreviated L-2 in some nonautomated applications.) |

**LISTENING PROFICIENCY (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 26 | Listening, Limited Working Proficiency, Plus. Sufficient comprehension to understand most routine social demands and most conversations on work requirements as well as some discussions on concrete topics related to particular interests and special fields of competence. Often shows remarkable ability and ease of understanding, but under tension or pressure may breakdown. Candidate may display weakness or deficiency due to inadequate vocabulary base or less than secure knowledge of grammar and syntax. Normally understands general vocabulary with some hesitant understanding of everyday vocabulary still evident. Can sometimes detect emotional overtones. Some ability to understand implications. (Has been abbreviated L-2+ in some nonautomated applications.) |
| 30 | Listening, General Professional Proficiency. Able to understand the essentials of all speech in a standard dialect including technical discussions within a special field. Has effective understanding of face-to-face speech, delivered with normal clarity and speed in a standard dialect, on general topics and areas of special interest; understands hypothesizing and supported opinions. Has broad enough vocabulary that rarely has to ask for paraphrasing or explanation. Can follow accurately the essentials of conversations between educated native speakers, reasonably clear telephone calls, radio broadcasts, news stories similar to wire service reports, oral reports, some oral technical reports and public addresses on non-technical subjects; can understand without difficulty all forms of standard speech concerning a special professional field. Does not understand native speakers if they speak very quickly or use some slang or dialect. Can often detect emotional overtones. Can understand implications. (Has been abbreviated L-3 in some nonautomated applications.) |
| 36 | Listening, General Professional Proficiency, Plus. Comprehends most of the content and intent of a variety of forms and styles of speech pertinent to professional needs, as well as general topics and social conversation. Ability to comprehend many sociolinguistic and cultural references. However, may miss some subtleties and nuances. Increased ability to comprehend unusually complex structures in lengthy utterances and to comprehend many distinctions in language tailored for different audiences. Increased ability to understand native speakers talking quickly, using nonstandard dialect or slang; however, comprehension not complete. Can discern some relationships among sophisticated listening materials in the context of broad experience. Can follow some unpredictable turns of thought readily in, for example, informal and formal speeches covering editorial, |

**LISTENING PROFICIENCY (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| | conjectural, and literary materials in subject matter areas directed to the general listener. (Has been abbreviated L-3+ in some nonautomated applications.) |
| 40 | Listening, Advanced Professional Proficiency. Able to understand all forms and styles of speech pertinent to professional needs. Able to understand fully all speech with extensive and precise vocabulary, subtleties and nuances in all standard dialects on any subject relevant to professional needs within the range of his/her experience, including social conversations; all intelligible broadcasts and telephone calls; and many kinds of technical discussions and discourse. Understands language specifically tailored (including persuasion, representation, counseling, and negotiating) to different audiences. Able to understand the essentials of speech in some nonstandard dialects. Has difficulty in understanding extreme dialect and slang, also in understanding speech in unfavorable conditions, for example through bad loudspeakers outdoors. Can discern relationships among sophisticated listening materials in the context of broad experience. Can follow unpredictable turns of thought readily in, for example, informal and formal speech covering editorial, conjectural, and literary materials in subject matter areas directed to the general listener. (Has been abbreviated L-4 in some nonautomated applications.) |
| 46 | Listening, Advanced Professional Proficiency, Plus. Increased ability to understand extremely difficult and abstract speech as well as ability to understand all forms and styles of speech pertinent to professional needs, including social conversations. Increased ability to comprehend native speakers using extreme nonstandard dialects and slang as well as to understand speech in unfavorable conditions. Strong sensitivity to sociolinguistic and cultural references. Accuracy is close to that of the well-educated native listener but still not equivalent. (Has been abbreviated L-4+ in some nonautomated applications.) |
| 50 | Listening, Functionally Native Proficiency. Comprehension equivalent to that of the well-educated native listener. Able to understand fully all forms and styles of speech intelligible to the well-educated native listener, including a number of regional and illiterate dialects, highly colloquial speech and conversations and discourse distorted by marked interference from other noise. Able to understand how natives think as they create discourse. Able to understand extremely difficult and abstract speech. (Has been abbreviated L-5 in some nonautomated nonautomated applications.) |

## LOCALITY ADJUSTMENT

**Definition:** ADJUSTED BASIC PAY minus BASIC PAY.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Personnel Actions Standard Form 50/52).

**Format:** NUMBER_F(5)

**Note:**

This difference represents the value of an employee's locality payment, special rate supplement, or equivalent payment. If an employee is not entitled to any such payment, leave blank. For example, an employee receiving a retained rate under the General Schedule pay system is not entitled to either a special rate supplement or a locality payment. The amount is right justified with leading zeros.

## LOCALITY PAY AREA

**Definition:** The identification of an area for purposes of locality-based comparability payments.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Voluntary.

**Format:** TEXT_F(2)

**Note:**

Locality pay areas are usually, but not necessarily, coextensive with COMBINED STATISTICAL AREA (CSA's) and CORE BASED STATISTICAL AREA (CBSA's).

Code set is used by PRIOR LOCALITY PAY AREA

**LOCALITY PAY AREA (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| AK | Alaska. |
| AT | Atlanta. The area is the same as that of COMBINED STATISTICAL AREA code 122 (Atlanta-Sandy Springs-Gainesville, GA-AL). |
| BO | Boston. The area is the same as that of COMBINED STATISTICAL AREA code 148 (Boston-Worcester-Manchester, MA-RI-NH), **plus** Barnstable County, MA, and the towns of Berwick, Eliot, Kittery, South Berwick, and York in York County, ME. |
| BU | Buffalo. The area is the same as that of COMBINED STATISTICAL AREA code 160 (Buffalo-Niagara-Cattaraugus, NY). |
| CH | Chicago. The area is the same as that of COMBINED STATISTICAL AREA code 176 (Chicago-Naperville-Michigan City, IL-IN-WI). |
| CI | Cincinnati. The area is the same as that of COMBINED STATISTICAL AREA code 178 (Cincinnati-Middletown-Wilmington, OH-KY-IN). |
| CL | Cleveland. The area is the same as that of COMBINED STATISTICAL AREA code 184 (Cleveland-Akron-Elyria, OH). |
| CO | Columbus. The area is the same as that of COMBINED STATISTICAL AREA code 198 (Columbus-Marion-Chillicothe, OH). |
| DA | Dallas. The area is the same as that of COMBINED STATISTICAL AREA code 206 (Dallas-Fort Worth, TX). |
| DG | Dayton. The area is the same as that of COMBINED STATISTICAL AREA code 212 (Dayton-Springfield-Greenville, OH). |

**LOCALITY PAY AREA (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| DN | Denver. The area is the same as that of COMBINED STATISTICAL AREA code 216 (Denver-Aurora-Boulder, CO), **plus** CORE BASED STATISTICAL AREA code 22660 (Fort Collins-Loveland, CO). |
| DT | Detroit. The area is the same as that of COMBINED STATISTICAL AREA code 220 (Detroit-Warren-Flint, MI), **plus** Lenawee County, MI. |
| HA | Hartford. The area is the same as that of COMBINED STATISTICAL AREA code 278 (Hartford-West Hartford-Willimantic, CT), **plus** CORE BASED STATISTICAL AREA code 44140 (Springfield, MA) and New London County, CT. |
| HI | Hawaii. |
| HO | Houston. The area is the same as that of COMBINED STATISTICAL AREA code 288 (Houston-Baytown-Huntsville, TX). |
| HU | Huntsville. The area is the same as that of COMBINED STATISTICAL AREA code 290 (Huntsville-Decatur, AL). |
| IN | Indianapolis. The area is the same as that of COMBINED STATISTICAL AREA code 294 (Indianapolis-Anderson-Columbus, IN), **plus** Grant County, IN. |
| LA | Los Angeles. The area is the same as that of COMBINED STATISTICAL AREA code 348 (Los Angeles-Long Beach-Riverside, CA), **plus** CORE BASED STATISTICAL AREA code 42060 (Santa Barbara-Santa Maria-Goleta, CA) and all of Edwards Air Force Base, CA. |
| MI | Miami. The area is the same as that of CORE BASED STATISTICAL AREA code 33100 (Miami-Fort Lauderdale-Pompano Beach, FL), **plus** Monroe County, FL. |
| ML | Milwaukee. The area is the same as that of COMBINED STATISTICAL AREA code 376 (Milwaukee-Racine-Waukesha, WI). |
| MN | Minneapolis. The area is the same as that of COMBINED STATISTICAL AREA code 378 (Minneapolis-St. Paul-St. Cloud, MN-WI). |

**LOCALITY PAY AREA (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| NY | New York. The area is the same as that of COMBINED STATISTICAL AREA code 408 (New York-Newark-Bridgeport, NY-NJ-CT-PA), **plus** Monroe County, PA, and Warren County, NJ, and all of Joint Base McGuire-Dix-Lakehurst. |
| PH | Philadelphia. The area is the same as that of COMBINED STATISTICAL AREA code 428 (Philadelphia-Camden-Vineland, PA-NJ-DE-MD) excluding Joint Base McGuire-Dix-Lakehurst, **plus** Kent County, DE, Atlantic County, NJ, and Cape May County, NJ. |
| PI | Pittsburgh. The area is the same as that of COMBINED STATISTICAL AREA code 430 (Pittsburgh-New Castle, PA). |
| PO | Portland. The area is the same as that of CORE BASED STATISTICAL AREA code 38900 (Portland-Vancouver-Beaverton, OR-WA), **plus** Marion County, OR, and Polk County, OR. |
| PX | Phoenix. The area is the same as that of CORE BASED STATISTICAL AREA code 38060 (Phoenix-Mesa-Scottsdale, AZ). |
| RA | Raleigh. The area is the same as that of COMBINED STATISTICAL AREA code 450 (Raleigh-Durham-Cary, NC), **plus** CORE BASED STATISTICAL AREA code 22180 (Fayetteville, NC) **and** CORE BASED STATISTICAL AREA code 24140 (Goldsboro, NC) **and** the Butner Federal Correctional Complex (in Durham and Granville Counties, NC). |
| RI | Richmond. The area is the same as that of CORE BASED STATISTICAL AREA code 40060 (Richmond, VA). |
| SA | Sacramento. The area is the same as that of COMBINED STATISTICAL AREA code 472 (Sacramento--Arden-Arcade--Yuba City, CA-NV), **plus** Carson City, NV. |
| SD | San Diego. The area is the same as that of CORE BASED STATISTICAL AREA code 41740 (San Diego-Carlsbad-San Marcos, CA). |

**LOCALITY PAY AREA (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| SJ | San Jose. The area is the same as that of COMBINED STATISTICAL AREA code 488 (San Jose-San Francisco-Oakland, CA), **plus** CORE BASED STATISTICAL AREA code 41500 (Salinas, CA) and San Joaquin County, CA. |
| ST | Seattle. The area is the same as that of COMBINED STATISTICAL AREA code 500 (Seattle-Tacoma-Olympia, WA), **plus** Whatcom County, WA. |
| WA | Washington, DC. The area is the same as that of COMBINED STATISTICAL AREA code 548 (Washington-Baltimore-Northern Virginia, DC-MD-VA-WV) **and** COMBINED STATISTICAL AREA code 564 (York-Hanover-Gettysburg, PA), **plus** CORE BASED STATISTICAL AREA code 25180 (Hagerstown-Martinsburg, MD-WV), and King George County, VA. |
| ZX | Rest of the Contiguous United States. The area consists of those portions of the 48 contiguous states and the District of Columbia not located in another locality pay area. (All locations previously associated with LPA "ON" will now use this code) |
| ZZ | Not in a Locality Pay Area |

**NAME FAMILY**

| | |
|---|---|
| **Definition:** | Non-chosen/inherited/married name by which a person is known or designated on all official transactions. |
| **Responsible Organization:** | Office of Personnel Management, Planning & Policy Analysis. |
| **Applicability:** | Mandatory (Enterprise Human Resources Integration HR Status data feed). |
| **Format:** | TEXT_V(35) |

**NAME GIVEN**

| | |
|---|---|
| **Definition:** | Given/chosen/often first name by which a person is known or designated on all official transactions. |
| **Responsible Organization:** | Office of Personnel Management, Planning & Policy Analysis. |
| **Applicability:** | Mandatory (Enterprise Human Resources Integration HR Status data feed). |
| **Format:** | TEXT_V(35) |

**NAME MIDDLE**

| | |
|---|---|
| **Definition:** | Middle name, or initial, by which a person is known or designated on all official transactions. |
| **Responsible Organization:** | Office of Personnel Management, Planning & Policy Analysis. |
| **Applicability:** | Mandatory (Enterprise Human Resources Integration HR Status data feed). |
| **Format:** | TEXT_V(35) |

**NAME SUFFIX**

| | |
|---|---|
| **Definition:** | Suffix to a full name on all official transactions. |
| **Responsible Organization:** | Office of Personnel Management, Planning & Policy Analysis. |
| **Applicability:** | Mandatory (Enterprise Human Resources Integration HR Status data feed). |
| **Format:** | TEXT_V(4) |

## NATURE OF ACTION (1)

**Definition:** The specific personnel action used to create or change a civilian personnel record.

**Responsible Organization:** Office of Personnel Management, Employee Services, Office of the Chief Information Officer, Records Management.

**Applicability:** Mandatory (Enterprise Human Resources Integration HR Dynamics data feed, Personnel Actions Standard Form 50/52).

**Format:** NUMBER_F(3)

**Note:**

The standard abbreviation for a code (as found in The Guide to Processing Personnel Actions, which is available at Internet address http://www.opm.gov/feddata/persdoc.asp) is shown in parentheses after the name/explanation.

**Codes and Name/Explanations**

GENERAL (0xx) 299
APPOINTMENTS (1xx) 299
RETURNS TO DUTY FROM NONPAY STATUS (2xx) 300
SEPARATIONS FROM EMPLOYMENT (3xx) 300
PLACEMENTS IN NONPAY/NONDUTY (4xx) 301
CONVERSIONS TO APPOINTMENTS (5xx) 301
POSITION CHANGES, EXTENSIONS, AND OTHER CHANGES (6xx-7xx) 302
PAY, AWARDS, AND MISCELLANEOUS ACTIONS (8xx) 304
RESERVED FOR AGENCIES' INTERNAL USE (9xx) 306

.

**NATURE OF ACTION (1) (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| | **GENERAL (0xx)** |
| 001 | Cancellation. (Cancellation) |
| 002 | Correction. (Correction) |
| | **APPOINTMENTS (1xx)** |
| 100 | Career Appointment. (Career Appt) |
| 101 | Career-Conditional Appointment. (Career-Cond Appt) |
| 107 | Emergency Appointment. (Emergency Appt) |
| 108 | Term Appointment Not-to-exceed (date). (Term Appt NTE (date)) |
| 115 | Appointment Not-to-exceed (date). (Appt NTE (date)) |
| 120 | Overseas Limited Appointment. (O/S Ltd Appt) |
| 122 | Overseas Limited Appointment Not-to-exceed (date). (O/S Ltd Appt NTE (date)) |
| 124 | Appointment-Status Quo. (Appt-Status Quo) |
| 130 | Transfer. (Transfer) |
| 132 | Mass Transfer. (Mass Transfer) |
| 140 | Reinstatement-Career. (Reins-Career) |
| 141 | Reinstatement-Career-Conditional. (Reins-Career-Cond) |
| 142 | Senior Executive Service Career Appointment. (SES Career Appt) |
| 143 | Reinstatement-Senior Executive Service Career. (Reins-SES Career) |
| 145 | Transfer-Senior Executive Service Career. (Transfer SES Career) |
| 146 | Senior Executive Service Noncareer Appointment. (SES Noncareer Appt) |
| 147 | Transfer-Senior Executive Service Noncareer. (Transfer SES Noncareer) |
| 148 | Senior Executive Service Limited Term Appointment Not-to-exceed (date). (SES Ltd Term Appt NTE (date)) |
| 149 | Senior Executive Service Limited Emergency Appointment Not-to-exceed (date). (SES Ltd Emergency Appt NTE (date)) |
| 170 | Excepted Appointment. (Exc Appt) |
| 171 | Excepted Appointment Not-to-exceed (date). (Exc Appt NTE (date)) |
| 190 | Provisional Appointment Not-to-exceed (date). (Provisional Appt NTE (date)) |

**NATURE OF ACTION (1) (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 198 | Interim Appointment in Nonduty Status. (Interim Appt in Nonduty Status) |
| 199 | Interim Appointment. (Interim Appt) |
| | **RETURNS TO DUTY FROM NONPAY STATUS (2xx)** |
| 280 | Placement in Pay Status. (Placement in Pay Status) |
| 292 | Return to Duty. (RTD) |
| 293 | Return to Pay Status. (Return to Pay Status) |
| | **SEPARATIONS FROM EMPLOYMENT (3xx)** |
| 300 | Retirement-Mandatory. (Retirement-Mandatory) |
| 301 | Retirement-Disability. (Retirement-Disability) |
| 302 | Retirement-Voluntary. (Retirement-Voluntary) |
| 303 | Retirement-Special Option. (Retirement-Special Option) |
| 304 | Retirement-In Lieu of Involuntary Action. (Retirement-ILIA) |
| 312 | Resignation-In Lieu of Involuntary Action. (Resignation-ILIA) |
| 317 | Resignation. (Resignation) |
| 330 | Removal. (Removal) |
| 350 | Death. (Death) |
| 351 | Termination-Sponsor Relocating. (Termination-Sponsor Relocating) |
| 352 | Termination-Appointment in (agency). (Termination-Appt in (agency)) |
| 353 | Separation-US. (Separation-US) |
| 355 | Termination-Expiration of Appointment. (Termination-Exp of Appt) |
| 356 | Separation-RIF. (Separation-RIF) |
| 357 | Termination. (Termination) |
| 385 | Termination during prob/trial period. (Termination during prob/trial period) |
| 390 | Separation-Appt In (name of entity). (Separation-Appt In (name of entity)) |

**NATURE OF ACTION (1) (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| | **PLACEMENTS IN NONPAY/NONDUTY (4xx)** |
| 430 | Placement in Nonpay Status. (Placement in Nonpay Status) |
| 450 | Suspension Not-to-exceed (date). (Suspension NTE (date)) |
| 452 | Suspension-Indefinite. (Suspension-Indefinite) |
| 460 | Leave Without Pay Not-to-exceed (date). (LWOP NTE (date)) |
| 471 | Furlough. (Furlough) |
| 472 | Furlough Not-to-exceed (date). (Furlough NTE (date)) |
| 473 | Absent – Uniformed Services |
| 480 | Sabbatical Not-to-exceed (date). (Sabbatical NTE (date)) |
| | **CONVERSIONS TO APPOINTMENTS (5xx)** |
| 500 | Conversion to Career Appointment. (Conv to Career Appt) |
| 501 | Conversion to Career-Conditional Appointment. (Conv to Career-Cond Appt) |
| 507 | Conversion to Emergency Appointment. (Conv to Emergency Appt) |
| 508 | Conversion to Term Appointment Not-to-exceed (date). (Conv to Term Appt NTE (date)) |
| 515 | Conversion to Appointment Not-to-exceed (date). (Conv to Appt NTE (date)) |
| 520 | Conversion to Overseas Limited Appointment. (Conv to O/S Ltd Appt) |
| 522 | Conversion to Overseas Limited Appointment Not-to-exceed (date). (Conv to O/S Ltd Appt NTE (date)) |
| 524 | Conversion to Appointment-Status Quo. (Conv to Appt-Status Quo) |
| 540 | Conversion to Reinstatement-Career. (Conv to Reins-Career) |
| 541 | Conversion to Reinstatement-Career-Conditional. (Conv to Reins-Career-Cond) |
| 542 | Conversion to Senior Executive Service Career Appointment. (Conv to SES Career Appt) |
| 543 | Conversion to Reinstatement-Senior Executive Service Career. (Conv to Reins-SES Career) |
| 546 | Conversion to Senior Executive Service Noncareer Appointment. (Conv to SES Noncareer Appt) |

**NATURE OF ACTION (1) (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 548 | Conversion to Senior Executive Service Limited Term Appointment Not-to-exceed (date). (Conv to SES Ltd Term Appt NTE (date)) |
| 549 | Conversion to Senior Executive Service Limited Emergency Appointment Not-to-exceed (date). (Conv to SES Ltd Emergency Appt NTE (date)) |
| 570 | Conversion to Excepted Appointment. (Conv to Exc Appt) |
| 571 | Conversion to Excepted Appointment Not-to-exceed (date). (Conv to Exc Appt NTE (date)) |
| 590 | Conversion to Provisional Appointment Not-to-exceed (date). (Conv to Provisional Appt NTE (date)) |
| | **POSITION CHANGES, EXTENSIONS, AND OTHER CHANGES (6xx-7xx)** |
| 600 | Code is for use by the Federal Aviation Administration (Department of Transportation) only. |
| 601 | ATC Certification. Code is for use by the Federal Aviation Administration (Department of Transportation) only. |
| 602 | ATC Transfer. Code is for use by the Federal Aviation Administration (Department of Transportation) only. |
| 603 | ATC Transfer NTE. Code is for use by the Federal Aviation Administration (Department of Transportation) only. |
| 604 | Termination of ATC Transfer NTE. Code is for use by the Federal Aviation Administration (Department of Transportation) only. |
| 605 | Extension of ATC Transfer NTE. Code is for use by the Federal Aviation Administration (Department of Transportation) only. |

**NATURE OF ACTION (1) (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 606 | Code is for use by the Federal Aviation Administration (Department of Transportation) only. |
| 607 | Code is for use by the Federal Aviation Administration (Department of Transportation) only. |
| 608 | Reassignment Bonus. Code is for use by the Federal Aviation Administration (Department of Transportation) only. |
| 609 | Code is for use by the Federal Aviation Administration (Department of Transportation) only. |
| 610 | Code is for use by the Federal Aviation Administration (Department of Transportation) only. |
| 614 | Change in Work Schedule NTE (date). Code is for use by the Department of the Homeland Security (Transportation Security Administration) only. |
| 702 | Promotion. (Promotion) |
| 703 | Promotion Not-to-exceed (date). (Promotion NTE (date)) |
| 713 | Change to Lower Grade, Level or Band. |
| 721 | Reassignment. (Reassignment) |
| 730 | Detail NTE (Date). |
| 731 | Ext Detail NTE (Date). |
| 732 | Term of Detail NTE (Date). |
| 740 | Position Change. (Psn Chg) |
| 741 | Position Change Not-to-exceed (date). (Psn Chg NTE (date)) |
| 750 | Continuance Not-to-exceed (date). (Continuance NTE (date)) |
| 755 | Exception to RIF Release. (Exception to RIF Release) |
| 760 | Extension of Appointment Not-to-exceed (date). (Ext of Appt NTE (date)) |
| 762 | Extension of Senior Executive Service Limited Appointment Not-to-exceed (date). (Ext of SES Limited Appt NTE (date)) |
| 765 | Extension of Term Appointment Not-to-exceed (date). (Ext of Term Appt NTE (date)) |

**NATURE OF ACTION (1) (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 769 | Extension of Promotion Not-to-exceed (date). (Ext of Promotion NTE (date)) |
| 770 | Extension of Position Change Not-to-exceed (date). (Ext of Psn Chg NTE (date)) |
| 772 | Extension of Furlough Not-to-exceed (date). (Ext of Furlough NTE (date)) |
| 773 | Extension of Leave Without Pay Not-to-exceed (date). (Ext of LWOP NTE (date)) |
| 780 | Name Change from (previous name). (Name Chg from (previous name)) |
| 781 | Change in Work Schedule. (Chg in Work Schedule) |
| 782 | Change in Hours. (Chg in Hours) |
| 790 | Realignment. (Realignment) |
| 792 | Change in Duty Station. (Chg in Duty Station) |
| | **PAY, AWARDS, AND MISCELLANEOUS ACTIONS (8xx)** |
| 800 | Change in Data Element. (Chg in Data Element) |
| 803 | Change in Retirement Plan. (Chg in Retirement Plan) |
| 805 | Elected Full Living Benefits. (Elected Full Living Benefits) |
| 806 | Elected Partial Living Benefits. (Elected Partial Living Benefits) |
| 810 | Chg in Diff |
| 815 | Recruitment Incentive |
| 816 | Relocation Incentive |
| 817 | Student Loan Repayment |
| 818 | Administratively Uncontrollable Overtime. (AUO) |
| 819 | Availability Pay. (Availability Pay) |
| 825 | Separation Incentive. (Separation Incentive) |
| 826 | Redesignation Bonus. Code is for use by the National Aeronautics and Space Administration only. |
| 827 | Retention Incentive |
| 840 | Individual Cash Award Rating Based. (Individual Cash Award RB) |
| 841 | Group Award – 5 U.S.C. Ch 45. (Group Award – 5 U.S.C. Ch 45) |
| 842 | Individual Suggestion/Invention Award. (Individual Suggestion/Invention Award) |

**NATURE OF ACTION (1) (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 843 | Group Suggestion/Invention Award. (Group Suggestion/Invention Award) |
| 844 | Foreign Language Award. (Foreign Language Award) |
| 845 | Travel Savings Incentives. (Travel Savings Incentives) |
| 846 | Individual Time-Off Award. (Individual Time-Off Award) |
| 847 | Group Time-Off Award. (Group Time-Off Award) |
| 848 | Referral Bonus. |
| 849 | Individual Cash Award Not Rating Based. (Individual Cash Award NRB) |
| 850 | MD/DDS Special Pay. (MD/DDS Special Pay) |
| 855 | Head Nurse Pay. (Head Nurse Pay) |
| 866 | Termination of Grade Retention. (Termination of Grade Retention) |
| 867 | Interim Within Grade Increase. (Interim WGI) |
| 868 | Termination of Interim Within Grade Increase. (Termination of Interim WGI) |
| 871 | Exemplary Performance Award (Exemplary Performance Award). Code is for use by the Civilian Intelligence Personnel Management System (CIPMS) (Department of the Air Force, Department of the Army, Department of Defense, and Department of the Navy) only. |
| 878 | Presidential Rank Award. |
| 879 | Senior Executive Service Performance Award. (SES Performance Award) |
| 880 | Change in Tenure Group. (Chg in Tenure Group) |
| 881 | Federal Employees Group Life Insurance Change. (FEGLI Chg) |
| 882 | Change in Service Computation Date. (Chg in SCD) |
| 883 | Change in Veteran Preference for reduction in force. (Chg in Vet Pref-RIF) |
| 885 | Lump Sum Performance Payment Rating Based – In Lieu of Pay Adjustment. (Lump Sum Performance Payment RB-ILPA) |
| 886 | Lump Sum Performance Payment Rating Based – Not in Lieu of Pay Adjustment. (Lump Sum Performance Payment RB-NILPA) |
| 887 | Lump Sum Performance Payment Not Rating Based. (Lump Sum Performance Payment NRB) |
| 888 | Denial of Within Grade Increase. (Denial of WGI) |

**NATURE OF ACTION (1) (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 889 | Group Award – Other than 5 U.S.C. Ch 45. (Group Award – Other than 5 U.S.C. Ch 45) |
| 890 | Miscellaneous Pay Adjustment. (Misc Pay Adj) |
| 891 | Performance-based Pay Increase Provided on Regular Cycle. (Reg Perf Pay) |
| 892 | Performance-based Pay Increase Provided on Irregular Basis. (Irreg Perf Pay) |
| 893 | Within-range Increase Provided on Regular Cycle. (Reg WRI) |
| 894 | General Market or Structural Pay Adjustment. (Gen Adj) |
| 896 | Group-based Pay Increase. (Group Inc) |
| 897 | Within-range Reduction. (Pay Reduct) |
| 899 | Step Adjustment. (Step Adj) |

**RESERVED FOR AGENCIES' INTERNAL USE (9xx)**

Codes 900-999 are reserved for agencies' internal use and are not valid for submission to OPM.

## NATURE OF ACTION (2)

**Definition:** The specific personnel action used to create or change a civilian personnel record.

**Responsible Organization:** Office of Personnel Management, Employee Services, Office of the Chief Information Officer, Records Management.

**Applicability:** Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds, Personnel Actions Standard Form 50/52).

**Format:** NUMBER_F(3)

**Note:**

This data element is used when a second action with the same effective date is processed on the same Standard Form 50.

Uses NATURE OF ACTION (1) code set

## NATURE OF ACTION BEING CORRECTED

| | |
|---|---|
| **Definition:** | The NATURE OF ACTION, previously submitted to the Enterprise Human Resources Integration, that is being corrected. |
| **Responsible Organization:** | Office of Personnel Management, Employee Services, Office of the Chief Information Officer, Records Management. |
| **Applicability:** | Mandatory (Enterprise Human Resources Integration HR Dynamics data feed). |
| **Format:** | NUMBER_F(3) |

**Note:**

Uses NATURE OF ACTION (1) code set

## OCCUPATION

**Definition:** An employee's occupational series.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds, Personnel Actions Standard Form 50/52).

**Format:** NUMBER_F(4)

**Note:**

Column O. The occupational category to which an occupational series belongs is shown under the column labeled O (for Occupational Category). See OCCUPATIONAL CATEGORY for code explanations.

Column F. A functional classification is required for professional occupational series pertaining to scientists or engineers. An "X" under the column labeled F (for Functional Classification) indicates that a functional classification is required. See FUNCTIONAL CLASSIFICATION for codes and explanations.

Both white collar (0001 through 2299) and blue collar (2501 through 9999) occupational series are described in the Handbook of Occupational Groups and Families, which is available at Internet address http://www.opm.gov/fedclass/html/gsclass.asp.

**OCCUPATION (Continued)**

**Codes and Name/Explanations**

WHITE COLLAR (Occupational Series 0001 through 2299) 312
MISCELLANEOUS OCCUPATIONS (00xx) 312
SOCIAL SCIENCE, PSYCHOLOGY, AND WELFARE (01xx) 313
HUMAN RESOURCES MANAGEMENT (02xx) 314
GENERAL ADMINISTRATIVE, CLERICAL, AND OFFICE SERVICES (03xx) 314
NATURAL RESOURCES MANAGEMENT AND BIOLOGICAL SCIENCES (04xx) 315
ACCOUNTING AND BUDGET (05xx) 316
MEDICAL, HOSPITAL, DENTAL, AND PUBLIC HEALTH (06xx) 317
VETERINARY MEDICAL SCIENCE (07xx) 319
ENGINEERING AND ARCHITECTURE (08xx) 319
LEGAL AND KINDRED (09xx) 320
INFORMATION AND ARTS (10xx) 321
BUSINESS AND INDUSTRY (11xx) 322
COPYRIGHT, PATENT, AND TRADEMARK (12xx) 323
PHYSICAL SCIENCES (13xx) 323
LIBRARY AND ARCHIVES (14xx) 324
MATHEMATICAL SCIENCES (15xx) 324
EQUIPMENT, FACILITIES, AND SERVICES (16xx) 325
EDUCATION (17xx) 325
INVESTIGATION (18xx) 326
QUALITY ASSURANCE, INSPECTION, AND GRADING (19xx) 326
SUPPLY (20xx) 327
TRANSPORTATION (21xx) 327
INFORMATION TECHNOLOGY (22xx) 328
BLUE COLLAR (Occupational Series 2501 through 9999, Occupational Category B) 329
WIRE COMMUNICATIONS EQUIPMENT INSTALLATION AND MAINTENANCE (25xx) 329
ELECTRONIC EQUIPMENT INSTALLATION AND MAINTENANCE (26xx) 329
ELECTRICAL INSTALLATION AND MAINTENANCE (28xx) 329
FABRIC AND LEATHER WORK (31xx) 330
INSTRUMENT WORK (33xx) 330
MACHINE TOOL WORK (34xx) 330
GENERAL SERVICES AND SUPPORT WORK (35xx) 330
STRUCTURAL AND FINISHING WORK (36xx) 331
METAL PROCESSING (37xx) 331
METAL WORK (38xx) 332

MOTION PICTURE, RADIO, TELEVISION, AND SOUND EQUIPMENT OPERATION (39xx) 332
LENS AND CRYSTAL WORK (40xx) 332
PAINTING AND PAPERHANGING (41xx) 333
PLUMBING AND PIPEFITTING (42xx) 333
PLIABLE MATERIALS WORK (43xx) 333
PRINTING (44xx) 333
WOOD WORK (46xx) 334
GENERAL MAINTENANCE AND OPERATIONS WORK (47xx) 334
GENERAL EQUIPMENT MAINTENANCE (48xx) 334
PLANT AND ANIMAL WORK (50xx) 335
MISCELLANEOUS OCCUPATIONS (52xx) 336
INDUSTRIAL EQUIPMENT MAINTENANCE (53xx) 336
INDUSTRIAL EQUIPMENT OPERATION (54xx) 337
TRANSPORTATION/MOBILE EQUIPMENT OPERATION (57xx) 337
TRANSPORTATION/MOBIL EQUIPMENT MAINTENANCE (58xx) 338
AMMUNITION, EXPLOSIVES, AND TOXIC MATERIALS WORK (65xx) 338
ARMAMENT WORK (66xx) 338
WAREHOUSING AND STOCK HANDLING (69xx) 339
PACKING PROCESSING (70xx) 339
LAUNDRY, DRY CLEANING, AND PRESSING (73xx) 339
FOOD PREPARATION AND SERVING (74xx) 340
PERSONAL SERVICES (76xx) 340
FLUID SYSTEMS MAINTENANCE (82xx) 340
ENGINE OVERHAUL (86xx) 340
AIRCRAFT OVERHAUL (88xx) 341
FILM PROCESSING (90xx) 341
VESSEL JOBS EXCLUDED FROM THE FEDERAL WAGE SYSTEM (99xx) (by section 5342 of title 5 of the United States Code) 341

**OCCUPATION (Continued)**

| Code: | O: | F: | Name/Explanation: |
|---|---|---|---|
| | | | **WHITE COLLAR (Occupational Series 0001 through 2299)** |
| | | | **MISCELLANEOUS OCCUPATIONS (00xx)** |
| 0006 | A | | Correctional Institution Administration |
| 0007 | O | | Correctional Officer |
| 0011 | A | | Bond Sales Promotion |
| 0018 | A | | Safety and Occupational Health Management |
| 0019 | T | | Safety Technician |
| 0020 | P | X | Community Planning |
| 0021 | T | | Community Planning Technician |
| 0023 | A | | Outdoor Recreation Planning |
| 0025 | 8 | | Park Ranger |
| 0028 | A | | Environmental Protection Specialist |
| 0029 | T | | Environmental Protection Assistant |
| 0030 | A | | Sports Specialist |
| 0050 | A | | Funeral Directing |
| 0060 | P | | Chaplain |
| 0062 | A | | Clothing Design |
| 0072 | 1 | | Fingerprint Identification |
| 0080 | A | | Security Administration |
| 0081 | O | | Fire Protection and Prevention |
| 0082 | O | | United States Marshal |
| 0083 | O | | Police |
| 0084 | O | | Nuclear Materials Courier |
| 0085 | O | | Security Guard |
| 0086 | C | | Security Clerical and Assistance |
| 0089 | O | | Emergency Management Specialist |
| 0090 | T | | Guide |
| 0095 | P | | Foreign Law Specialist |
| 0099 | O | | General Student Trainee |

**OCCUPATION (Continued)**

| Code: | O: | F: | Name/Explanation: |
|---|---|---|---|
| | | | **SOCIAL SCIENCE, PSYCHOLOGY, AND WELFARE (01xx)** |
| 0101 | P | X | Social Science |
| 0102 | T | | Social Science Aid and Technician |
| 0105 | A | | Social Insurance Administration |
| 0106 | A | | Unemployment Insurance |
| 0107 | A | | Health Insurance Administration |
| 0110 | P | X | Economist |
| 0119 | T | | Economics Assistant |
| 0130 | P | | Foreign Affairs |
| 0131 | P | | International Relations |
| 0132 | A | | Intelligence |
| 0134 | C | | Intelligence Aid and Clerk |
| 0135 | P | | Foreign Agricultural Affairs |
| 0136 | A | | International Cooperation |
| 0140 | P | X | Workforce Research and Analysis |
| 0142 | A | | Workforce Development |
| 0150 | P | X | Geography |
| 0160 | A | | Civil Rights Analysis |
| 0170 | P | X | History |
| 0180 | P | X | Psychology |
| 0181 | T | | Psychology Aid and Technician |
| 0184 | P | X | Sociology |
| 0185 | P | X | Social Work |
| 0186 | T | | Social Services Aid and Assistant |
| 0187 | A | | Social Services |
| 0188 | A | | Recreation Specialist |
| 0189 | T | | Recreation Aid and Assistant |
| 0190 | P | X | General Anthropology |
| 0193 | P | X | Archeology |
| 0199 | O | | Social Science Student Trainee |

**OCCUPATION (Continued)**

| Code: | O: | F: | Name/Explanation: |
|---|---|---|---|
| | | | **HUMAN RESOURCES MANAGEMENT (02xx)** |
| 0201 | A | | Human Resources Management |
| 0203 | 5 | | Human Resources Assistance |
| 0241 | A | | Mediation |
| 0243 | A | | Apprenticeship and Training |
| 0244 | A | | Labor-Management Relations Examining |
| 0260 | A | | Equal Employment Opportunity |
| 0299 | O | | Human Resources Management Student Trainee |
| | | | **GENERAL ADMINISTRATIVE, CLERICAL, AND OFFICE SERVICES (03xx)** |
| 0301 | A | | Miscellaneous Administration and Program |
| 0302 | C | | Messenger |
| 0303 | 5 | | Miscellaneous Clerk and Assistant |
| 0304 | C | | Information Receptionist |
| 0305 | C | | Mail and File |
| 0306 | A | | Government Information Specialist |
| 0309 | C | | Correspondence Clerk |
| 0313 | C | | Work Unit Supervising |
| 0318 | C | | Secretary |
| 0319 | C | | Closed Microphone Reporter |
| 0322 | C | | Clerk-Typist |
| 0326 | 7 | | Office Automation Clerical and Assistance |
| 0332 | T | | Computer Operation |
| 0335 | 7 | | Computer Clerk and Assistant |
| 0340 | A | | Program Management |
| 0341 | A | | Administrative Officer |
| 0342 | A | | Support Services Administration |
| 0343 | A | | Management and Program Analysis |

**OCCUPATION (Continued)**

| Code: | O: | F: | Name/Explanation: |
|---|---|---|---|
| 0344 | 5 | | Management and Program Clerical and Assistance |
| 0346 | A | | Logistics Management |
| 0347 | A | | GAO Evaluator. Code is for use by the Government Accountability Office only. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes. |
| 0350 | C | | Equipment Operator |
| 0356 | C | | Data Transcriber |
| 0357 | C | | Coding |
| 0360 | A | | Equal Opportunity Compliance |
| 0361 | T | | Equal Opportunity Assistance |
| 0382 | C | | Telephone Operating |
| 0390 | T | | Telecommunications Processing |
| 0391 | A | | Telecommunications |
| 0392 | T | | General Telecommunications |
| 0394 | C | | Communications Clerical |
| 0399 | O | | Administration and Office Support Student Trainee |
| | | | **NATURAL RESOURCES MANAGEMENT AND BIOLOGICAL SCIENCES (04xx)** |
| 0401 | P | X | General Natural Resources Management and Biological Sciences |
| 0403 | P | X | Microbiology |
| 0404 | T | | Biological Science Technician |
| 0405 | P | X | Pharmacology |
| 0408 | P | X | Ecology |
| 0410 | P | X | Zoology |
| 0413 | P | X | Physiology |
| 0414 | P | X | Entomology |
| 0415 | P | X | Toxicology |
| 0421 | T | | Plant Protection Technician |
| 0430 | P | X | Botany |
| 0434 | P | X | Plant Pathology |

**OCCUPATION (Continued)**

| Code: | O: | F: | Name/Explanation: |
|---|---|---|---|
| 0435 | P | X | Plant Physiology |
| 0437 | P | X | Horticulture |
| 0440 | P | X | Genetics |
| 0454 | P | X | Rangeland Management |
| 0455 | T | | Range Technician |
| 0457 | P | X | Soil Conservation |
| 0458 | T | | Soil Conservation Technician |
| 0459 | T | | Irrigation System Operation |
| 0460 | P | X | Forestry |
| 0462 | T | | Forestry Technician |
| 0470 | P | X | Soil Science |
| 0471 | P | X | Agronomy |
| 0480 | P | X | Fish and Wildlife Administration |
| 0482 | P | X | Fish Biology |
| 0485 | P | X | Wildlife Refuge Management |
| 0486 | P | X | Wildlife Biology |
| 0487 | P | X | Animal Science |
| 0499 | O | | Biological Science Student Trainee |

**ACCOUNTING AND BUDGET (05xx)**

| | | |
|---|---|---|
| 0501 | A | Financial Administration and Program |
| 0503 | 5 | Financial Clerical and Assistance |
| 0505 | A | Financial Management |
| 0510 | P | Accounting |
| 0511 | P | Auditing |
| 0512 | P | Internal Revenue Agent |
| 0525 | 4 | Accounting Technician |
| 0526 | A | Tax Specialist |
| 0530 | C | Cash Processing |

**OCCUPATION (Continued)**

| Code: | O: | F: | Name/Explanation: |
|---|---|---|---|
| 0540 | C | | Voucher Examining |
| 0544 | 7 | | Civilian Pay |
| 0545 | 7 | | Military Pay |
| 0560 | A | | Budget Analysis |
| 0561 | 5 | | Budget Clerical and Assistance |
| 0570 | A | | Financial Institution Examining. Code is for use by the Federal Deposit Insurance Corporation, Federal Reserve System, Office of the Comptroller of the Currency (Department of the Treasury), and Office of Thrift Supervision (Department of the Treasury) only. |
| 0580 | A | | Credit Union Examiner. Code is for use by the National Credit Union Administration only. |
| 0592 | 5 | | Tax Examining |
| 0593 | T | | Insurance Accounts |
| 0599 | O | | Financial Management Student Trainee |
| | | | **MEDICAL, HOSPITAL, DENTAL, AND PUBLIC HEALTH (06xx)** |
| 0601 | P | X | General Health Science |
| 0602 | P | X | Medical Officer |
| 0603 | A | | Physician's Assistant |
| 0605 | P | | Nurse Anesthetist (Title 38). Code is for use by the Department of Veterans Affairs only. |
| 0610 | P | X | Nurse |
| 0620 | T | | Practical Nurse |
| 0621 | T | | Nursing Assistant |
| 0622 | T | | Medical Supply Aide and Technician |
| 0625 | T | | Autopsy Assistant |
| 0630 | P | X | Dietitian and Nutritionist |
| 0631 | P | X | Occupational Therapist |
| 0633 | P | X | Physical Therapist |

**OCCUPATION (Continued)**

| Code: | O: | F: | Name/Explanation: |
|---|---|---|---|
| 0635 | P | X | Kinesiotherapy |
| 0636 | T | | Rehabilitation Therapy Assistant |
| 0637 | P | X | Manual Arts Therapist |
| 0638 | P | X | Recreation/Creative Arts Therapist |
| 0639 | P | X | Educational Therapist |
| 0640 | T | | Health Aid and Technician |
| 0642 | T | | Nuclear Medicine Technician |
| 0644 | P | X | Medical Technologist |
| 0645 | T | | Medical Technician |
| 0646 | T | | Pathology Technician |
| 0647 | T | | Diagnostic Radiologic Technologist |
| 0648 | T | | Therapeutic Radiologic Technologist |
| 0649 | T | | Medical Instrument Technician |
| 0650 | T | | Medical Technical Assistant |
| 0651 | T | | Respiratory Therapist |
| 0660 | P | X | Pharmacist |
| 0661 | T | | Pharmacy Technician |
| 0662 | P | X | Optometrist |
| 0665 | P | X | Speech Pathology and Audiology |
| 0667 | T | | Orthotist and Prosthetist |
| 0668 | P | X | Podiatrist |
| 0669 | A | | Medical Records Administration |
| 0670 | A | | Health System Administration |
| 0671 | A | | Health System Specialist |
| 0672 | T | | Prosthetic Representative |
| 0673 | A | | Hospital Housekeeping Management |
| 0675 | T | | Medical Records Technician |
| 0679 | C | | Medical Support Assistance |
| 0680 | P | X | Dental Officer |
| 0681 | T | | Dental Assistant |
| 0682 | T | | Dental Hygiene |

**OCCUPATION (Continued)**

| Code: | O: | F: | Name/Explanation: |
|---|---|---|---|
| 0683 | T | | Dental Laboratory Aid and Technician |
| 0685 | A | | Public Health Program Specialist |
| 0688 | A | | Sanitarian |
| 0690 | P | X | Industrial Hygiene |
| 0696 | P | X | Consumer Safety |
| 0698 | T | | Environmental Health Technician |
| 0699 | O | | Medical and Health Student Trainee |
| | | | **VETERINARY MEDICAL SCIENCE (07xx)** |
| 0701 | P | X | Veterinary Medical Science |
| 0704 | T | | Animal Health Technician |
| 0799 | O | | Veterinary Student Trainee |
| | | | **ENGINEERING AND ARCHITECTURE (08xx)** |
| 0801 | P | X | General Engineering |
| 0802 | T | | Engineering Technical |
| 0803 | P | X | Safety Engineering |
| 0804 | P | X | Fire Protection Engineering |
| 0806 | P | X | Materials Engineering |
| 0807 | P | X | Landscape Architecture |
| 0808 | P | X | Architecture |
| 0809 | T | | Construction Control Technical |
| 0810 | P | X | Civil Engineering |
| 0817 | T | | Survey Technical |
| 0819 | P | X | Environmental Engineering |
| 0828 | A | | Construction Analyst |
| 0830 | P | X | Mechanical Engineering |
| 0840 | P | X | Nuclear Engineering |
| 0850 | P | X | Electrical Engineering |

**OCCUPATION (Continued)**

| Code: | O: | F: | Name/Explanation: |
|---|---|---|---|
| 0854 | P | X | Computer Engineering |
| 0855 | P | X | Electronics Engineering |
| 0856 | T | | Electronics Technical |
| 0858 | P | X | Bioengineering and Biomedical Engineering |
| 0861 | P | X | Aerospace Engineering |
| 0871 | P | X | Naval Architecture |
| 0873 | T | | Marine Survey Technical |
| 0880 | P | X | Mining Engineering |
| 0881 | P | X | Petroleum Engineering |
| 0890 | P | X | Agricultural Engineering |
| 0893 | P | X | Chemical Engineering |
| 0895 | T | | Industrial Engineering Technical |
| 0896 | P | X | Industrial Engineering |
| 0898 | O | | Engineering Trainee. Code is for use by the National Institute of Standards and Technology (Department of Commerce) only. |
| 0899 | O | | Engineering and Architecture Student Trainee |
| | | | **LEGAL AND KINDRED (09xx)** |
| 0901 | A | | General Legal and Kindred Administration |
| 0904 | P | | Law Clerk |
| 0905 | P | | General Attorney |
| 0930 | A | | Hearings and Appeals |
| 0935 | P | | Adminstrative Law Judge. Code is for use with PAY PLAN code AL (Administrative Law Judges) only. |
| 0950 | A | | Paralegal Specialist |
| 0958 | A | | Employee Benefits Law |
| 0962 | T | | Contact Representative |
| 0963 | T | | Legal Instruments Examining |

**OCCUPATION (Continued)**

| Code: | O: | F: | Name/Explanation: |
|---|---|---|---|
| 0965 | A | | Land Law Examining |
| 0967 | A | | Passport and Visa Examining |
| 0986 | 1 | | Legal Assistance |
| 0987 | A | | Tax Law Specialist |
| 0991 | A | | Worker's Compensation Claims Examining |
| 0993 | A | | Railroad Retirement Claims Examining |
| 0996 | A | | Veterans Claims Examining |
| 0998 | 7 | | Claims Assistance and Examining |
| 0999 | O | | Legal Occupations Student Trainee. |
| | | | **INFORMATION AND ARTS (10xx)** |
| 1001 | 2 | | General Arts and Information |
| 1008 | A | | Interior Design |
| 1010 | T | | Exhibits Specialist |
| 1015 | P | | Museum Curator |
| 1016 | T | | Museum Specialist and Technician |
| 1020 | T | | Illustrating |
| 1021 | C | | Office Drafting |
| 1035 | A | | Public Affairs |
| 1040 | A | | Language Specialist |
| 1046 | C | | Language Clerical |
| 1051 | A | | Music Specialist |
| 1054 | A | | Theater Specialist |
| 1056 | A | | Art Specialist |
| 1060 | T | | Photography |
| 1071 | A | | Audiovisual Production |
| 1082 | A | | Writing and Editing |
| 1083 | A | | Technical Writing and Editing |
| 1084 | A | | Visual Information |
| 1087 | 5 | | Editorial Assistance |

**OCCUPATION (Continued)**

| Code: | O: | F: | Name/Explanation: |
|---|---|---|---|
| 1099 | O | | Information and Arts Student Trainee |
| | | | **BUSINESS AND INDUSTRY (11xx)** |
| 1101 | 6 | | General Business and Industry |
| 1102 | P | | Contracting |
| 1103 | A | | Industrial Property Management |
| 1104 | A | | Property Disposal |
| 1105 | T | | Purchasing |
| 1106 | 5 | | Procurement Clerical and Technician |
| 1107 | 5 | | Property Disposal Clerical and Technician |
| 1109 | **P** | | Grant Management |
| 1130 | A | | Public Utilities Specialist |
| 1140 | A | | Trade Specialist |
| 1144 | A | | Commissary Management |
| 1145 | A | | Agricultural Program Specialist |
| 1146 | A | | Agricultural Marketing |
| 1147 | A | | Agricultural Market Reporting |
| 1150 | A | | Industrial Specialist |
| 1152 | T | | Production Control |
| 1160 | A | | Financial Analysis |
| 1163 | A | | Insurance Examining |
| 1165 | A | | Loan Specialist |
| 1169 | A | | Internal Revenue Officer |
| 1170 | A | | Realty |
| 1171 | A | | Appraising |
| 1173 | A | | Housing Management |
| 1176 | A | | Building Management |
| 1199 | O | | Business and Industry Student Trainee |

**OCCUPATION (Continued)**

| Code: | O: | F: | Name/Explanation: |
|---|---|---|---|
| | | | **COPYRIGHT, PATENT, AND TRADEMARK (12xx)** |
| 1202 | T | | Patent Technician |
| 1210 | A | | Copyright |
| 1220 | P | X | Patent Administration |
| 1221 | P | X | Patent Adviser |
| 1222 | P | | Patent Attorney |
| 1223 | P | X | Patent Classifying |
| 1224 | P | X | Patent Examining |
| 1226 | P | X | Design Patent Examining |
| 1299 | O | | Copyright and Patent Student Trainee |
| | | | **PHYSICAL SCIENCES (13xx)** |
| 1301 | P | X | General Physical Science |
| 1306 | P | X | Health Physics |
| 1310 | P | X | Physics |
| 1311 | T | | Physical Science Technician |
| 1313 | P | X | Geophysics |
| 1315 | P | X | Hydrology |
| 1316 | T | | Hydrologic Technician |
| 1320 | P | X | Chemistry |
| 1321 | P | X | Metallurgy |
| 1330 | P | X | Astronomy and Space Science |
| 1340 | P | X | Meteorology |
| 1341 | T | | Meteorological Technician |
| 1350 | P | X | Geology |
| 1360 | P | X | Oceanography |
| 1361 | A | | Navigational Information |
| 1370 | P | X | Cartography |
| 1371 | T | | Cartographic Technician |
| 1372 | P | X | Geodesy |

**OCCUPATION (Continued)**

| Code: | O: | F: | Name/Explanation: |
|---|---|---|---|
| 1373 | P | X | Land Surveying |
| 1374 | T | | Geodetic Technician |
| 1380 | P | X | Forest Products Technology |
| 1382 | P | X | Food Technology |
| 1384 | P | X | Textile Technology |
| 1386 | P | X | Photographic Technology |
| 1397 | A | | Document Analysis |
| 1398 | O | | Physical Science Trainee. Code is for use by the National Institute of Standards and Technology (Department of Commerce) only. |
| 1399 | O | | Physical Science Student Trainee |
| | | | **LIBRARY AND ARCHIVES (14xx)** |
| 1410 | P | | Librarian |
| 1411 | T | | Library Technician |
| 1412 | A | | Technical Information Services |
| 1420 | P | | Archivist |
| 1421 | 1 | | Archives Technician |
| 1499 | O | | Library and Archives Student Trainee |
| | | | **MATHEMATICAL SCIENCES (15xx)** |
| 1501 | P | X | General Mathematics and Statistics |
| 1510 | P | X | Actuarial Science |
| 1515 | P | X | Operations Research |
| 1520 | P | X | Mathematics |
| 1521 | T | | Mathematics Technician |
| 1529 | P | X | Mathematical Statistics |
| 1530 | P | X | Statistics |
| 1531 | 2 | | Statistical Assistant |

**OCCUPATION (Continued)**

| Code: | O: | F: | Name/Explanation: |
|---|---|---|---|
| 1541 | T | | Cryptanalysis |
| 1550 | P | X | Computer Science |
| 1598 | O | | Mathematics or Computer Science Trainee. Code is for use by the National Institute of Standards and Technology (Department of Commerce) only. |
| 1599 | O | | Mathematics and Statistics Student Trainee |
| | | | **EQUIPMENT, FACILITIES, AND SERVICES (16xx)** |
| 1601 | A | | Equipment, Facilities, and Services |
| 1603 | C | | Equipment, Facilities, and Services Assistance |
| 1630 | A | | Cemetery Administration Services |
| 1640 | A | | Facility Operations Services |
| 1654 | A | | Printing Services |
| 1658 | A | | Laundry Operations Services |
| 1667 | A | | Food Services |
| 1670 | A | | Equipment Services |
| 1699 | O | | Equipment and Facilities Management Student Trainee |
| | | | **EDUCATION (17xx)** |
| 1701 | P | | General Education and Training |
| 1702 | 3 | | Education and Training Technician |
| 1710 | P | | Education and Vocational Training |
| 1712 | A | | Training Instruction |
| 1715 | A | | Vocational Rehabilitation |
| 1720 | P | | Education Program |
| 1725 | P | | Public Health Educator |
| 1730 | P | | Education Research |
| 1740 | P | | Education Services |
| 1750 | P | | Instructional Systems |

**OCCUPATION (Continued)**

| Code: | O: | F: | Name/Explanation: |
|---|---|---|---|
| 1799 | O | | Education Student Trainee |
| | | | **INVESTIGATION (18xx)** |
| 1801 | A | | General Inspection, Investigation, Enforcement, and Compliance Series |
| 1802 | 5 | | Compliance Inspection and Support |
| 1805 | A | | Investigative Analysis |
| 1810 | A | | General Investigating |
| 1811 | A | | Criminal Investigating |
| 1815 | A | | Air Safety Investigating |
| 1822 | A | | Mine Safety and Health Inspection Series |
| 1825 | A | | Aviation Safety |
| 1831 | A | | Securities Compliance Examining. Occupation reinstated as of April 2009. |
| 1849 | A | | Wage and Hour Investigation Series |
| 1850 | A | | Agricultural Warehouse Inspection Series |
| 1860 | A | | Equal Opportunity Investigation |
| 1862 | T | | Consumer Safety Inspection |
| 1863 | T | | Food Inspection |
| 1881 | A | | Customs and Border Protection Interdiction |
| 1889 | A | | Import Compliance Series |
| 1894 | A | | Customs Entry and Liquidating |
| 1895 | A | | Customs and Border Protection |
| 1896 | O | | Border Patrol Enforcement Series |
| 1899 | O | | Investigation Student Trainee |
| | | | **QUALITY ASSURANCE, INSPECTION, AND GRADING (19xx)** |
| 1910 | A | | Quality Assurance |
| 1980 | T | | Agricultural Commodity Grading |
| 1981 | T | | Agricultural Commodity Aid |
| 1999 | O | | Quality Inspection Student Trainee |

**OCCUPATION (Continued)**

| **Code:** | **O:** | **F:** | **Name/Explanation:** |
|---|---|---|---|
| | | | **SUPPLY (20xx)** |
| 2001 | 2 | | General Supply |
| 2003 | A | | Supply Program Management |
| 2005 | 7 | | Supply Clerical and Technician |
| 2010 | A | | Inventory Management |
| 2030 | A | | Distribution Facilities and Storage Management |
| 2032 | A | | Packaging |
| 2091 | C | | Sales Store Clerical |
| 2099 | O | | Supply Student Trainee |
| | | | **TRANSPORTATION (21xx)** |
| 2101 | A | | Transportation Specialist |
| 2102 | 7 | | Transportation Clerk and Assistant |
| 2110 | A | | Transportation Industry Analysis |
| 2121 | A | | Railroad Safety |
| 2123 | A | | Motor Carrier Safety |
| 2125 | A | | Highway Safety |
| 2130 | A | | Traffic Management |
| 2131 | 1 | | Freight Rate |
| 2135 | T | | Transportation Loss and Damage Claims Examining |
| 2144 | T | | Cargo Scheduling |
| 2150 | A | | Transportation Operations |
| 2151 | C | | Dispatching |
| 2152 | A | | Air Traffic Control |
| 2154 | T | | Air Traffic Assistance |
| 2161 | A | | Marine Cargo |
| 2181 | T | | Aircraft Operation |
| 2183 | T | | Air Navigation |

**OCCUPATION (Continued)**

| Code: | O: | F: | Name/Explanation: |
|---|---|---|---|
| 2185 | T | | Aircrew Technician |
| 2186 | A | | Technical Systems Program Manager. Code is for use by the Federal Aviation Administration (Department of Transportation) only. |
| 2199 | O | | Transportation Student Trainee |
| | | | **INFORMATION TECHNOLOGY (22xx)** |
| 2210 | A | | Information Technology Management |
| 2299 | O | | Information Technology Student Trainee |

**OCCUPATION (Continued)**

| **Code:** | **O:** | **F:** | **Name/Explanation:** |
|---|---|---|---|
| | | | **BLUE COLLAR (Occupational Series 2501 through 9999, Occupational Category B)** |
| | | | **WIRE COMMUNICATIONS EQUIPMENT INSTALLATION AND MAINTENANCE (25xx)** |
| 2501 | | | Miscellaneous Wire Communications Equipment Installation and Maintenance |
| 2502 | | | Telecommunications Mechanic |
| 2504 | | | Wire Communications Cable Splicing |
| | | | **ELECTRONIC EQUIPMENT INSTALLATION AND MAINTENANCE (26xx)** |
| 2601 | | | Miscellaneous Electronic Equipment Installation and Maintenance |
| 2602 | | | Electronic Measurement Equipment Mechanic |
| 2604 | | | Electronics Mechanic |
| 2606 | | | Electronic Industrial Controls Mechanic |
| 2608 | | | Electronic Digital Computer Mechanic |
| 2610 | | | Electronic Integrated Systems Mechanic |
| | | | **ELECTRICAL INSTALLATION AND MAINTENANCE (28xx)** |
| 2801 | | | Miscellaneous Electrical Installation and Maintenance |
| 2805 | | | Electrician |
| 2810 | | | High Voltage Electrician |
| 2854 | | | Electrical Equipment Repairer |
| 2892 | | | Aircraft Electrician |

**OCCUPATION (Continued)**

| **Code:** | **O:** | **F:** | **Name/Explanation:** |
|---|---|---|---|
| | | | **FABRIC AND LEATHER WORK (31xx)** |
| 3101 | | | Miscellaneous Fabric and Leather Work |
| 3105 | | | Fabric Working |
| 3106 | | | Upholstering |
| 3111 | | | Sewing Machine Operating |
| | | | **INSTRUMENT WORK (33xx)** |
| 3301 | | | Miscellaneous Instrument Work |
| 3306 | | | Optical Instrument Repairing |
| 3314 | | | Instrument Making |
| 3359 | | | Instrument Mechanic |
| 3378 | | | Precision Measurement Equipment Calibrating |
| | | | **MACHINE TOOL WORK (34xx)** |
| 3401 | | | Miscellaneous Machine Tool Work |
| 3414 | | | Machining |
| 3416 | | | Toolmaking |
| 3428 | | | Die Sinking |
| | | | **GENERAL SERVICES AND SUPPORT WORK (35xx)** |
| 3501 | | | Miscellaneous General Services and Support Work |
| 3502 | | | Laboring |
| 3511 | | | Laboratory Working |
| 3513 | | | Coin/Currency Checking |
| 3515 | | | Laboratory Support Working |
| 3546 | | | Railroad Repairing |
| 3566 | | | Custodial Working |

**OCCUPATION (Continued)**

| Code: | O: | F: | Name/Explanation: |
|---|---|---|---|
| | | | **STRUCTURAL AND FINISHING WORK (36xx)** |
| 3601 | | | Miscellaneous Structural and Finishing Work |
| 3602 | | | Cement Finishing |
| 3603 | | | Masonry |
| 3604 | | | Tile Setting |
| 3605 | | | Plastering |
| 3606 | | | Roofing |
| 3610 | | | Insulating |
| | | | **METAL PROCESSING (37xx)** |
| 3701 | | | Miscellaneous Metal Processing |
| 3703 | | | Welding |
| 3705 | | | Non-Destructive Testing |
| 3707 | | | Metalizing |
| 3711 | | | Electroplating |
| 3712 | | | Heat Treating |
| 3725 | | | Battery Repairing |
| 3727 | | | Buffing and Polishing |
| 3769 | | | Shot Peening Machine Operating |

**OCCUPATION (Continued)**

| Code: | O: | F: | Name/Explanation: |
|---|---|---|---|
| | | | **METAL WORK (38xx)** |
| 3801 | | | Miscellaneous Metal Work |
| 3802 | | | Metal Forging |
| 3806 | | | Sheet Metal Mechanic |
| 3808 | | | Boilermaking |
| 3809 | | | Mobile Equipment Metal Mechanic |
| 3820 | | | Shipfitting |
| 3858 | | | Metal Tank and Radiator Repairing |
| 3869 | | | Metal Forming Machine Operating |
| 3872 | | | Metal Tube Making, Installing, and Repairing |
| | | | **MOTION PICTURE, RADIO, TELEVISION, AND SOUND EQUIPMENT OPERATION (39xx)** |
| 3901 | | | Miscellaneous Motion Picture, Radio, Television, and Sound Equipment Operation |
| 3910 | | | Motion Picture Projection |
| 3940 | | | Broadcasting Equipment Operating |
| | | | **LENS AND CRYSTAL WORK (40xx)** |
| 4001 | | | Miscellaneous Lens and Crystal Work |
| 4010 | | | Prescription Eyeglass Making |

**OCCUPATION (Continued)**

| Code: | O: | F: | Name/Explanation: |
|---|---|---|---|
| | | | **PAINTING AND PAPERHANGING (41xx)** |
| 4101 | | | Miscellaneous Painting and Paperhanging |
| 4102 | | | Painting |
| 4104 | | | Sign Painting |
| | | | **PLUMBING AND PIPEFITTING (42xx)** |
| 4201 | | | Miscellaneous Plumbing and Pipefitting |
| 4204 | | | Pipefitting |
| 4206 | | | Plumbing |
| 4255 | | | Fuel Distribution System Mechanic |
| | | | **PLIABLE MATERIALS WORK (43xx)** |
| 4301 | | | Miscellaneous Pliable Materials Work |
| 4352 | | | Composite/Plastic Fabricating |
| 4361 | | | Rubber Equipment Repairing |
| 4373 | | | Molding |
| | | | **PRINTING (44xx)** |
| 4401 | | | Miscellaneous Printing and Reproduction |
| 4402 | | | Bindery Working |
| 4403 | | | Hand Composing |
| 4406 | | | Letterpress Operating |
| 4413 | | | Negative Engraving |
| 4414 | | | Offset Photography |
| 4416 | | | Platemaking |
| 4417 | | | Offset Press Operating |

**OCCUPATION (Continued)**

| Code: | O: | F: | Name/Explanation: |
|---|---|---|---|
| 4441 | | | Bookbinding |
| 4449 | | | Electrolytic Intaglio Platemaking |
| 4454 | | | Intaglio Press Operating |
| | | | **WOOD WORK (46xx)** |
| 4601 | | | Miscellaneous Woodwork |
| 4602 | | | Blocking and Bracing |
| 4604 | | | Wood Working |
| 4605 | | | Wood Crafting |
| 4607 | | | Carpentry |
| 4616 | | | Patternmaking |
| | | | **GENERAL MAINTENANCE AND OPERATIONS WORK (47xx)** |
| 4701 | | | Miscellaneous General Maintenance and Operations Work |
| 4714 | | | Model Making |
| 4715 | | | Exhibits Making/Modeling |
| 4717 | | | Boat Building and Repairing |
| 4737 | | | General Equipment Mechanic |
| 4741 | | | General Equipment Operating |
| 4742 | | | Utility Systems Repairing-Operating |
| 4745 | | | Research Laboratory Mechanic |
| 4749 | | | Maintenance Mechanic |
| 4754 | | | Cemetery Caretaking |
| | | | **GENERAL EQUIPMENT MAINTENANCE (48xx)** |
| 4801 | | | Miscellaneous General Equipment Maintenance |
| 4804 | | | Locksmithing |
| 4805 | | | Medical Equipment Repairing |
| 4807 | | | Chemical Equipment Repairing |

**OCCUPATION (Continued)**

| **Code:** | **O:** | **F:** | **Name/Explanation:** |
|---|---|---|---|
| 4816 | | | Protective and Safety Equipment Fabricating and Repairing |
| 4818 | | | Aircraft Survival Flight Equipment Repairer |
| 4819 | | | Bowling Equipment Repairing |
| 4820 | | | Vending Machine Repairing |
| 4840 | | | Tool and Equipment Repairing |
| 4850 | | | Bearing Reconditioning |
| 4855 | | | Domestic Appliance Repairing |
| | | | **PLANT AND ANIMAL WORK (50xx)** |
| 5001 | | | Miscellaneous Plant and Animal Work |
| 5002 | | | Farming |
| 5003 | | | Gardening |
| 5026 | | | Pest Controlling |
| 5031 | | | Insects Production Working |
| 5042 | | | Tree Trimming and Removing |
| 5048 | | | Animal Caretaking |

**OCCUPATION (Continued)**

| Code: | O: | F: | Name/Explanation: |
|---|---|---|---|
| | | | **MISCELLANEOUS OCCUPATIONS (52xx)** |
| 5201 | | | Miscellaneous Occupations |
| 5205 | | | Gas and Radiation Detecting |
| 5210 | | | Rigging |
| 5220 | | | Shipwright |
| 5221 | | | Lofting |
| | | | **INDUSTRIAL EQUIPMENT MAINTENANCE (53xx)** |
| 5301 | | | Miscellaneous Industrial Equipment Maintenance |
| 5306 | | | Air Conditioning Equipment Mechanic |
| 5309 | | | Heating and Boiler Plant Equipment Mechanic |
| 5310 | | | Kitchen/Bakery Equipment Repairing |
| 5313 | | | Elevator Mechanic |
| 5317 | | | Laundry and Dry Cleaning Equipment Repairing |
| 5318 | | | Lock and Dam Repairing |
| 5323 | | | Oiling and Greasing |
| 5334 | | | Marine Machinery Mechanic |
| 5350 | | | Production Machinery Mechanic |
| 5352 | | | Industrial Equipment Mechanic |
| 5378 | | | Powered Support Systems Mechanic |

**OCCUPATION (Continued)**

| Code: | O: | F: | Name/Explanation: |
|---|---|---|---|
| | | | **INDUSTRIAL EQUIPMENT OPERATION (54xx)** |
| 5401 | | | Miscellaneous Industrial Equipment Operation |
| 5402 | | | Boiler Plant Operating |
| 5406 | | | Utility Systems Operating |
| 5407 | | | Electric Power Controlling |
| 5408 | | | Wastewater Treatment Plant Operating |
| 5409 | | | Water Treatment Plant Operating |
| 5413 | | | Fuel Distribution System Operating |
| 5415 | | | Air Conditioning Equipment Operating |
| 5419 | | | Stationary-Engine Operating |
| 5423 | | | Sandblasting |
| 5426 | | | Lock and Dam Operating |
| 5427 | | | Chemical Plant Operating |
| 5438 | | | Elevator Operating |
| 5439 | | | Testing Equipment Operating |
| 5440 | | | Packaging Machine Operating |
| | | | **TRANSPORTATION/MOBILE EQUIPMENT OPERATION (57xx)** |
| 5701 | | | Miscellaneous Transportation/Mobile Equipment Operation |
| 5703 | | | Motor Vehicle Operating |
| 5704 | | | Fork Lift Operating |
| 5705 | | | Tractor Operating |
| 5716 | | | Engineering Equipment Operating |
| 5725 | | | Crane Operating |
| 5729 | | | Drill Rig Operating |
| 5736 | | | Braking-Switching and Conducting |
| 5737 | | | Locomotive Engineering |
| 5738 | | | Railroad Maintenance Vehicle Operating |
| 5767 | | | Airfield Clearing Equipment Operating |

**OCCUPATION (Continued)**

| **Code:** | **O:** | **F:** | **Name/Explanation:** |
|---|---|---|---|
| 5782 | | | Ship Operating |
| 5784 | | | Riverboat Operating |
| 5786 | | | Small Craft Operating |
| 5788 | | | Deckhand |
| | | | **TRANSPORTATION/MOBIL EQUIPMENT MAINTENANCE (58xx)** |
| 5801 | | | Miscellaneous Transportation/Mobile Equipment Maintenance |
| 5803 | | | Heavy Mobile Equipment Mechanic |
| 5806 | | | Mobile Equipment Servicing |
| 5823 | | | Automotive Mechanic |
| 5876 | | | Electromotive Equipment Mechanic |
| | | | **AMMUNITION, EXPLOSIVES, AND TOXIC MATERIALS WORK (65xx)** |
| 6501 | | | Miscellaneous Ammunition, Explosives, and Toxic Materials Work |
| 6502 | | | Explosives Operating |
| 6505 | | | Munitions Destroying |
| 6511 | | | Missile/Toxic Materials Handling |
| 6517 | | | Explosives Test Operating |
| | | | **ARMAMENT WORK (66xx)** |
| 6601 | | | Miscellaneous Armament Work |
| 6605 | | | Artillery Repairing |
| 6610 | | | Small Arms Repairing |
| 6641 | | | Ordnance Equipment Mechanic |
| 6652 | | | Aircraft Ordnance Systems Mechanic |
| 6656 | | | Special Weapons Systems Mechanic |

**OCCUPATION (Continued)**

| **Code:** | **O:** | **F:** | **Name/Explanation:** |
|---|---|---|---|
| | | | **WAREHOUSING AND STOCK HANDLING (69xx)** |
| 6901 | | | Miscellaneous Warehousing and Stock Handling |
| 6904 | | | Tools and Parts Attending |
| 6907 | | | Materials Handler |
| 6910 | | | Materials Expediting |
| 6912 | | | Materials Examining and Identifying |
| 6913 | | | Hazardous Waste Disposing |
| 6914 | | | Store Working |
| 6941 | | | Bulk Money Handling |
| 6968 | | | Aircraft Freight Loading |
| | | | **PACKING PROCESSING (70xx)** |
| 7001 | | | Miscellaneous Packing and Processing |
| 7002 | | | Packing |
| 7006 | | | Preservation Servicing |
| 7009 | | | Equipment Cleaning |
| | | | **LAUNDRY, DRY CLEANING, AND PRESSING (73xx)** |
| 7301 | | | Miscellaneous Laundry, Dry Cleaning, and Pressing |
| 7304 | | | Laundry Working |
| 7305 | | | Laundry Machine Operating |

**OCCUPATION (Continued)**

| Code: | O: | F: | Name/Explanation: |
|---|---|---|---|
| | | | **FOOD PREPARATION AND SERVING (74xx)** |
| 7401 | | | Miscellaneous Food Preparation and Serving |
| 7402 | | | Baking |
| 7404 | | | Cooking |
| 7405 | | | Bartending |
| 7407 | | | Meatcutting |
| 7408 | | | Food Service Working |
| 7420 | | | Waiter |
| | | | **PERSONAL SERVICES (76xx)** |
| 7601 | | | Miscellaneous Personal Services |
| 7603 | | | Barbering |
| | | | **FLUID SYSTEMS MAINTENANCE (82xx)** |
| 8201 | | | Miscellaneous Fluid Systems Maintenance |
| 8255 | | | Pneudraulic Systems Mechanic |
| 8268 | | | Aircraft Pneudraulic Systems Mechanic |
| | | | **ENGINE OVERHAUL (86xx)** |
| 8601 | | | Miscellaneous Engine Overhaul |
| 8602 | | | Aircraft Engine Mechanic |
| 8610 | | | Small Engine Mechanic |

**OCCUPATION (Continued)**

| Code: | O: | F: | Name/Explanation: |
|---|---|---|---|
| | | | **AIRCRAFT OVERHAUL (88xx)** |
| 8801 | | | Miscellaneous Aircraft Overhaul |
| 8810 | | | Aircraft Propeller Mechanic |
| 8840 | | | Aircraft Mechanical Parts Repairing |
| 8852 | | | Aircraft Mechanic |
| 8862 | | | Aircraft Attending |
| | | | **FILM PROCESSING (90xx)** |
| 9001 | | | Miscellaneous Film Processing |
| 9003 | | | Film Assembling and Repairing |
| 9004 | | | Motion Picture Developing/Printing Machine Operating |
| | | | **VESSEL JOBS EXCLUDED FROM THE FEDERAL WAGE SYSTEM (99xx) (by section 5342 of title 5 of the United States Code)** |
| 9901 | | | Miscellaneous Vessel Jobs |
| 9902 | | | Master |
| 9903 | | | Chief Officer Cable |
| 9904 | | | Ship Pilot |
| 9905 | | | First Officer |
| 9906 | | | Second Officer |
| 9907 | | | Third Officer |
| 9908 | | | Ship's Communication Officer |
| 9909 | | | Radio Officer |
| 9910 | | | First Assistant Radio Officer |
| 9911 | | | Radio Electronics Officer |
| 9912 | | | First Assistant Radio Electronics Officer |
| 9913 | | | Relief Deck Officer |
| 9914 | | | Damage Control Officer |

**OCCUPATION (Continued)**

| **Code:** | **O:** | **F:** | **Name/Explanation:** |
|---|---|---|---|
| 9915 | | | Assistant Damage Control Officer |
| 9916 | | | Master-Mate (Fishing Vessel) |
| 9917 | | | Deck Midshipman |
| 9918 | | | Damage Control Leader |
| 9919 | | | Damage Control Assistant Leader |
| 9920 | | | Boatswain |
| 9921 | | | Carpenter |
| 9922 | | | Carpenter-Maintenance |
| 9923 | | | Boatswain's Mate |
| 9924 | | | Able Seaman |
| 9925 | | | Able Seaman-Maintenance |
| 9926 | | | Quartermaster |
| 9927 | | | Seaman-Fisherman |
| 9928 | | | Ordinary Seaman |
| 9929 | | | Damage Controlman |
| 9930 | | | Operations Chief (OC) |
| 9931 | | | Chief Engineer |
| 9932 | | | First Assistant Engineer |
| 9933 | | | Second Assistant Engineer |
| 9934 | | | Third Assistant Engineer |
| 9935 | | | Relief Engineer |
| 9936 | | | Engine Midshipman |
| 9939 | | | Chief Electrician |
| 9940 | | | Electrician |
| 9941 | | | Electrician-Maintenance |
| 9942 | | | Second Electrician |
| 9943 | | | Third Electrician |
| 9944 | | | Electronics Technician |

**OCCUPATION (Continued)**

| Code: | O: | F: | Name/Explanation: |
|---|---|---|---|
| 9945 | | | Refrigeration Engineer |
| 9946 | | | Second Refrigeration Engineer |
| 9947 | | | Third Refrigeration Engineer |
| 9948 | | | Plumber |
| 9949 | | | Assistant Plumber |
| 9950 | | | Plumber-Machinist |
| 9951 | | | Deck Engineer |
| 9952 | | | Deck Engineer-Machinist |
| 9953 | | | Deck Engineer-Mechanic |
| 9954 | | | Unlicensed Junior Engineer |
| 9955 | | | Pumpman |
| 9956 | | | Engineman |
| 9957 | | | Engine Utilityman |
| 9958 | | | Evaporator-Utilityman |
| 9959 | | | Machinist |
| 9960 | | | Oiler |
| 9961 | | | Oiler Diesel |
| 9962 | | | Refrigeration Oiler |
| 9963 | | | Fireman |
| 9964 | | | Fireman-Watertender |
| 9965 | | | Wiper |
| 9968 | | | Chief Steward |
| 9969 | | | Third Steward |
| 9971 | | | Chief Cook |
| 9972 | | | Steward Cook |
| 9973 | | | Second Cook |
| 9974 | | | Third Cook |
| 9975 | | | Assistant Cook |
| 9976 | | | Cook-Baker |
| 9977 | | | Second Cook-Baker |
| 9978 | | | Night Cook and Baker |

**OCCUPATION (Continued)**

| Code: | O: | F: | Name/Explanation: |
|---|---|---|---|
| 9979 | | | Steward Baker |
| 9980 | | | Third Pantryman |
| 9981 | | | Galleyman |
| 9982 | | | Laundryman |
| 9983 | | | Assistant Laundryman |
| 9984 | | | Messman |
| 9985 | | | Steward Utilityman |
| 9988 | | | Purser |
| 9989 | | | Junior Purser |
| 9990 | | | Disbursing Officer |
| 9991 | | | Supply Officer |
| 9992 | | | Assistant Supply Officer |
| 9993 | | | Junior Supply Officer |
| 9994 | | | Assistant Storekeeper |
| 9995 | | | Chief Radio Electronics Technician |
| 9996 | | | Medical Services Officer |
| 9997 | | | First Radio Electronics Technician |
| 9998 | | | Yeoman-Storekeeper |
| 9999 | | | Second Radio Electronics Technician |

## OCCUPATIONAL CATEGORY

**Definition:** The category to which an occupational series belongs.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Voluntary.

**Format:** TEXT_F(1)

**Note:**

Exception Codes. For some white collar occupational series, the occupational category is based on the GS (General Schedule) pay plan grade or the GS-related grade, as described below: See Table 4.

**OCCUPATIONAL CATEGORY (Continued)**

**Note** (continued):

**Table 4: Occupational Category Exception Codes**

| If Exception Code Is | And GS/Related Grade Is | Then Occ. Category Code Is |
|---|---|---|
| | | |
| 1 | 1-6 | C |
| | 7-15 | T |
| | | |
| 2 | 1-6 | C |
| | 7-10 | T |
| | 11-15 | A |
| | | |
| 3 | 1-10 | T |
| | 11-15 | A |
| | | |
| 4 | 1-3 | C |
| | 4-15 | T |
| | | |
| 5 | 1-5 | C |
| | 6-15 | T |
| | | |
| 6 | 1-5 | C |
| | 6-10 | T |
| | 11-15 | A |
| | | |
| 7 | 1-4 | C |
| | 5-15 | T |
| | | |
| 8 | 1-4 | T |
| | 5-15 | A |

Thus, an occupational series with an exception code of 8 indicates that GS grades 1-4 (or positions related to GS grades 1-4) belong to occupational category T (Technical) and that GS grades 5-15 (or positions related to GS grades 5-15) belong to occupational category A (Administrative).

**OCCUPATIONAL CATEGORY (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| | BLUE COLLAR (Occupational Series 2501 through 9999) |
| B | Blue collar. Occupations comprising the trades, crafts, and manual labor (unskilled, semiskilled, and skilled), including foreman and supervisory positions entailing trade, craft, or laboring experience and knowledge as the paramount requirement. |
| | WHITE COLLAR (Occupational Series 0001 through 2299). |
| P | Professional. White collar occupations that require knowledge in a field of science or learning characteristically acquired through education or training equivalent to a bachelor's or higher degree with major study in or pertinent to the specialized field, as distinguished from general education. The work of a professional occupation requires the exercise of discretion, judgment, and personal responsibility for the application of an organized body of knowledge that is constantly studied to make new discoveries and interpretations, and to improve the data, materials, and methods. |
| A | Administrative. White collar occupations that involve the exercise of analytical ability, judgment, discretion, and personal responsibility, and the application of a substantial body of knowledge of principles, concepts, and practices applicable to one or more fields of administration or management. While these positions do not require specialized educational majors, they do involve the type of skills (analytical, research, writing, judgment) typically gained through a college level general education, or through progressively responsible experience. Occupation series in this category typically follow a two-grade interval pattern. |
| T | Technical. White collar occupations that involve work typically associated with and supportive of a professional or administrative field, that is nonroutine in nature; that involves extensive practical knowledge, gained through on-job experience and/or specific training less than that represented by college graduation. Work in these occupations may involve substantial elements of the work of the professional or administrative field, but requires less than full competence in the field involved. Occupation series in this category typically follow a one-grade interval pattern. |

**OCCUPATIONAL CATEGORY (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| C | Clerical. White collar occupations that involve structured work in support of office, business, or fiscal operations; performed in accordance with established policies, or techniques; and requiring training, experience, or working knowledge related to the tasks to be performed. |
| O | Other white collar. White collar occupations that cannot be related to the above professional, administrative, technical, or clerical categories. |
| 1 | Exception 1. |
| 2 | Exception 2. |
| 3 | Exception 3. |
| 4 | Exception 4. |
| 5 | Exception 5. |
| 6 | Exception 6. |
| 7 | Exception 7. |
| 8 | Exception 8. |

## ORGANIZATIONAL COMPONENT

**Definition:** The lowest administrative subdivision of an agency to which an employee is assigned.

**Responsible Organization:** Each agency maintains its own codes and provides the Office of Personnel Management with a copy. Information about the codes can be obtained directly from the agency.

**Applicability:** Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds).

**Format:** TEXT_F(18)

**Note:**

For Central Personnel Data File submissions, the code should be left justified, with any unused positions blank. Each code should be unique when preceded by the first and second positions of the AGENCY/SUBELEMENT code.

## ORGANIZATIONAL TITLE

**Definition:** The name of the lowest administrative subdivision of an agency to which an employee is assigned.

**Responsible Organization:** Each agency maintains its own titles and provides the Office of Personnel Management with a copy. Information about the titles can be obtained directly from the agency.

**Applicability:** Mandatory (Central Personnel Data File).

**Format:** TEXT_V(179)

**Note:**

For Central Personnel Data File submissions, the title should be left justified, but should indicate hierarchical sequence. Hierarchical sequence should be indicated by indenting the title of each component organization two spaces to the right of the title of the organization to which it reports.

## OTHER PAY

| | |
|---|---|
| **Definition:** | The difference between TOTAL SALARY and ADJUSTED BASIC PAY. This is the amount of any administratively uncontrollable overtime (AUO) pay, availability pay, or SUPERVISORY DIFFERENTIAL that may be paid after applying all appropriate pay caps. (Note that, Total Salary is a system generated data element that does not include administratively uncontrollable overtime (AUO) pay or availability pay.) |
| **Responsible Organization:** | Office of Personnel Management, Employee Services. |
| **Applicability:** | Mandatory (Personnel Actions Standard Form 50/52). |
| **Format:** | NUMBER_F(6) |

## PART-TIME HOURS PER BIWEEKLY PAY PERIOD

| | |
|---|---|
| **Definition:** | The number of hours a part-time employee is scheduled to work during a biweekly pay period. |
| **Responsible Organization:** | Office of Personnel Management, Employee Services. |
| **Applicability:** | Mandatory (Enterprise Human Resources Integration HR Status data feed, Personnel Actions Standard Form 50/52. |
| **Format:** | NUMBER_F(2) |

## PAY BASIS

| | |
|---|---|
| **Definition:** | The principal condition in terms of time, production, or other criteria that, along with salary rate, determines the compensation paid to an employee. |
| **Responsible Organization:** | Office of Personnel Management, Employee Services. |
| **Applicability:** | Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds, Personnel Actions Standard Form 50/52). |
| **Format:** | TEXT_F(2) |

| **Code:** | **Name/Explanation:** |
|---|---|
| BW | Biweekly. |
| FB | Fee basis. |
| PA | Per annum. |
| PD | Per diem. |
| PH | Per hour. |
| PM | Per month. |
| PW | Piece work. |
| ST | Student stipend paid under 5 U.S.C. 5352, 38 U.S.C. 7405(a)(1)(D), or similar authority. |
| SY | School year. Teachers/educators hired for less than a 12-month period. |
| WC | Without compensation. |

## PAY PLAN

**Definition:** A particular table or array of pay rates prescribed by law or other authoritative source that establishes the basic pay rates for certain employees.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds, Personnel Actions Standard Form 50/52).

**Format:** TEXT_F(2)

**Note:**

In most cases, a pay plan (system) is a two dimensional matrix of pay rates: one dimension providing a series of different pay rates or ranges corresponding to differences in grade (or level, class, rank, or pay band of work) and the other dimension providing a series of pay rates or a range of rates within a grade. These rates may be a function of length of service in the grade or of performance ratings. Note that the term "pay plan" is intended to include other terms such as pay system, pay schedule, pay scale, pay rates, basic pay schedule, statutory pay system, wage schedule, wage system, wage schedules and rates, regular wage schedule, special wage schedule and rates, and so forth.

**PAY PLAN (Continued)**

**Codes and Name/Explanations**

Ax 356
Bx 357
Cx 357
Dx 359
Ex 361
Fx 363
Gx 365
Hx 366
Ix 367
Jx 368
Kx 369
Lx 370
Mx 371
Nx 372
Ox 374
Px 374
Qx 375
Rx 376
Sx 376
Tx 379
Vx 380
Wx 381
Xx 382
Yx 384
Zx 386

**PAY PLAN (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| | **Ax** |
| AA | Administrative Appeals Judges |
| AC | Government Accountability Office administrative positions. Code is for use by the Government Accountability Office only. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes. |
| AD | Administratively determined rates not elsewhere specified. |
| AE | Employees in unclassified non-Federal (Trust) positions at the Smithsonian Institution.. |
| AF | American Family Members (Public Law 96-465, Section 311). Code is for use by the Agency for International Development, Broadcasting Board of Governors, Foreign Agricultural Service (Department of Agriculture), International Trade Administration (Department of Commerce), and Peace Corps only. |
| AG | Summer Program. Code is for use by the Federal Deposit Insurance Corporation only. |
| AI | Employees in the Supervisory Inspection Career Path, Public Health Human Resources System Demonstration Project. Code is for use by the U.S. Department of Agriculture, Food Safety and Inspection Service only. |
| AJ | Administrative Judges. Code is for use by the Nuclear Regulatory Commission only. |
| AL | Administrative Law Judges. |
| AO | Employees in the Management Support Career Path, Public Health Human Resources System Demonstration Project. Code is for use by the U.S. Department of Agriculture, Food Safety and Inspection Service only. |

**PAY PLAN (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| AP | Employees in the Administrative, Professional. and Scientific Career Path, Public Health Human Resources System Demonstration Project. Code is for use by the U.S. Department of Agriculture, Food Safety and Inspection Service only. |
| AS | Employees in the Scientific and Technical Support Career Path, Public Health Human Resources System Demonstration Project. Code is for use by the U.S. Department of Agriculture, Food Safety and Inspection Service only. |
| AT | Federal Aviation Administration Air Traffic Controller Compensation Plan. Code is for use by the Federal Aviation Administration (Department of Transportation) only. |
| | **Bx** |
| BB | Nonsupervisory--negotiated pay employees. |
| BL | Leader--negotiated pay employees. |
| BP | Printing and Lithographic--negotiated pay employees. |
| BS | Supervisory--negotiated pay employees. |
| | **Cx** |
| CA | Board of Contract Appeals. |
| CB | FDIC Wage Grade Non-Supervisory Pay Schedules Only. Code is for use by the Federal Deposit Insurance Corporation only. |
| CC | Commissioned Corps of the Public Health Service. Code is for use by the Environmental Protection Agency, Department of Commerce, and Department of Health and Human Services only. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes. |
| CE | Contract Education--year long. Code is for use by Indian Affairs (Department of Interior) only. |

**PAY PLAN (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| CF | FDIC Wage Grade Supervisory Pay Schedules Only. Code is for use by the Federal Deposit Insurance Corporation only. |
| CG | Corporate Graded. Code is for use by the Federal Deposit Insurance Corporation only. |
| CH | FDIC Wage Grade Supervisory Special Schedule Printing Employees Only. Code is for use by the Federal Deposit Insurance Corporation only. |
| CI | FDIC Wage Grade Leader Special Schedule Printing Employees Only. Code is for use by the Federal Deposit Insurance Corporation only. |
| CJ | FDIC Wage Grade Non-Supervisory Special Schedule Printing Employees Only. Code is for use by the Federal Deposit Insurance Corporation only. |
| CL | FDIC Wage Grade Leader Pay Schedules Only. Code is for use by the Federal Deposit Insurance Corporation only. |
| CM | FDIC supervisory and managerial positions below the executive level only. Code is for use by the Federal Deposit Insurance Corporation only. |
| CN | Bureau of Consumer Financial Protection (CFPB) an Independent Agency within the Federal Reserve System. For use by CFPB only. |
| CO | Non-Federal county employees of the Farm Service Agency (Department of Agriculture) who serve on committees as authorized by 16 U.S.C. 590h(b) and 7 CFR 7. Code is for use by the Farm Service Agency only. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes. |
| CP | U.S. Capitol Police. Code is for use by the U.S. Capitol Police only. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes. |
| CR | U.S. Capitol Police. Code is for use by the U.S. Capitol Police only. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes. |

**PAY PLAN (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| CS | Communications Analysts. Code is for use by the Government Accountability Office only. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes. |
| CT | Commodity Futures Trading Commission positions previously defined under pay plan codes AD, ES, GM, and GS. Code is for use by the Commodity Futures Trading Commission only. |
| CU | Credit Union Employees. Code is for use by the National Credit Union Administration only. |
| CX | Senior expert positions in the Federal Deposit Insurance Corporation. Code is for use by the Federal Deposit Insurance Corporation only. |
| CY | Contract Education--school year. Code is for use by Indian Affairs (Department of the Interior) only. |
| | **Dx** |
| DA | Demonstration Administrative. Code is for use by the Department of the Navy only. |
| DB | Demonstration Engineers and Scientists. Code is for use by the Department of Defense, Department of the Air Force, Department of the Army, and Department of the Navy only. |
| DE | Demonstration Engineers and Scientists Technicians. Code is for use by the Department of Defense, Department of the Air Force, Department of the Army, and Department of the Navy only. |
| DG | Demonstration General. Code is for use by the Department of the Navy only. |
| DJ | Demonstration Administrative. Code is for use by the Department of Defense, Department of the Air Force, Department of the Army, and Department of the Navy only. |

**PAY PLAN (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| DK | Demonstration General Support. Code is for use by the Department of Defense, Department of the Air Force, Department of the Army, and Department of the Navy only. |
| DN | Defense Nuclear Facilities Safety Board Excepted Service Employees. Code is for use by the Defense Nuclear Facilities Safety Board only. |
| DO | Business Management and Professional Career Path, Air Force Research Laboratory. Code is for use by the Department of the Air Force only. |
| DP | Demonstration Professional. Code is for use by the Department of the Navy only. |
| DQ | Demonstration Artisan Leader. Code is for use by the Department of Defense, Department of the Air Force, Department of the Army, and Department of the Navy only. |
| DR | Demonstration Air Force Scientist and Engineer. Code is for use by the Department of the Air Force only. |
| DS | Demonstration Specialist. Code is for use by the Department of the Navy only. |
| DT | Demonstration Technician. Code is for use by the Department of the Navy only. |
| DU | Mission Support Career Path, Air Force Research Laboratory. Code is for use by the Department of the Air Force only. |
| DV | Demonstration Artisan. Code is for use by the Department of Defense, Department of the Air Force, Department of the Army, and Department of the Navy only. |
| DX | Technician Career Path, Air Force Research Laboratory. Code is for use by the Department of the Air Force only. |
| DZ | Demonstration Artisan Supervisor. Code is for use by the Department of Defense, Department of the Air Force, Department of the Army, and Department of the Navy only. |

**PAY PLAN (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| | **Ex** |
| EA | Administrative Schedule (Excluded). Code is for use by the Tennessee Valley Authority only. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes. |
| EB | Clerical Schedule (Excluded). Code is for use by the Tennessee Valley Authority only. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes. |
| EC | Engineering and Computing Schedule (Excluded). Code is for use by the Tennessee Valley Authority only. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes. |
| ED | Expert (5 U.S.C. 3109). Use when the individual is appointed under 5 U.S.C. 3109 as an expert. Do not use when the appointment as an expert is solely for services as an advisory committee member. |
| EE | Expert (Other). Use when the individual is appointed under authorities similar to 5 U.S.C. 3109 (i.e., exempt from civil service requirements for competitive examination, job classification, and General Schedule pay) as an expert. Do not use when the appointment as an expert is solely for service as an advisory committee member. |
| EF | Consultant (5 U.S.C. 3109). Use when the individual is appointed under 5 U.S.C. 3109 as consultant. Do not use when the appointment as a consultant is solely for service as an advisory committee member. |
| EG | Consultant (Other). Use when the individual is appointed under authorities similar to 5 U.S.C. 3109 (i.e., exempt from civil service requirements for competitive examination, job classification, and General Schedule pay) as a consultant. Do not use when the PAY appointment as a consultant is solely for service as an advisory committee member. |

**PAY PLAN (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| EH | Advisory Committee Member (5 U.S.C. 3109). Use when the individual is appointed under 5 U.S.C. 3109 to serve as a member of an advisory committee. (See Office of Management and Budget Circular No. A-63 for definition of "advisory committee."). |
| EI | Advisory Committee Member (Other). Use when the individual is appointed under authorities similar to 5 U.S.C. 3109 (i.e., exempt from civil service requirements for competitive examination, job classification, and General Schedule pay) to serve as a member of an advisory committee. (See Office of Management and Budget Circular No. A-63 for definition of "advisory committee."). |
| EJ | The Department of Energy Organization Act Excepted Service. Code is for use by the Department of Energy and the Department of Homeland Security only. |
| EK | The National Defense Authorization Act of 1995 Department of Energy Excepted Service. Code is for use by the Department of Energy only. |
| EL | Non-Executive Positions at the Federal Housing Finance Agency. Code is for use by the Federal Housing Finance Agency only. |
| EM | FDIC executive-level positions only. Code is for use by the Federal Deposit Insurance Corporation only. |
| EN | National Nuclear Security Administration Excepted Service Only. Code is for use by the National Nuclear Security Administration (Department of Energy) only. |
| EO | FDIC Executive Pay. Code is for use by the Federal Deposit Insurance Corporation only. |
| EP | Defense Intelligence Senior Executive Service. Code is for use by the Defense Intelligence Agency only. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes. |
| ER | Scientific, Engineering, and Professional Personnel of the Advance Research Project Agency-Energy. Code is for use by the Department of Energy only. |

**PAY PLAN (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| ES | Senior Executive Service (SES). |
| ET | Program Directors of the Advanced Research Projects Agency-Energy. Code is for use by the Department of Energy only. |
| EV | Federal Aviation Administration Executive Compensation Plan. Code is for use by the Federal Aviation Administration (Department of Transportation) only. |
| EX | Executive pay (Subch. II, ch. 53, 5 U.S.C). |
| EZ | Professional Economist. Code is for use by the Securities and Exchange Commission only. |
| | **Fx** |
| FA | Foreign Service Chiefs of Mission (Public Law 96-465, Section 103(1)). Code is for use by the Agency for International Development only. |
| FB | Officers (similar to the Senior Executive Service). Code is for use by the Federal Aviation Administration (Department of Transportation) only. |
| FC | Foreign compensation. For use only when employee is assigned to the Agency for International Development under a Participating Agency Service Agreement (PASA). |
| FD | Foreign defense. Code is for use by the Department of Defense, Department of the Air Force, Department of the Army, and Deparment of the Navy only. |
| FE | Senior Foreign Service (SFS) (Public Law 96-465, Section 103(3)). Code is for use by the Agency for International Development, Animal and Plant Health Inspection Service (Department of Agriculture and components at the Department of Homeland Security), Broadcasting Board of Governors, Foreign Agricultural Service (Department of Agriculture), International Trade Administration (Department of Commerce), and Peace Corps only. |

**PAY PLAN (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| FF | Nonsupervisory Production Facilitators (similar to the nonsupervisory production facilitating WD pay schedule under the Federal Wage System). Code is for use by the Federal Aviation Administration (Department of Transportation) only. |
| FG | Similar to the General Schedule. Code is for use by the Federal Aviation Administration (Department of Transportation) only. |
| FH | Members of the Foreign Service employed by the Department of State previously reported under pay plans AF, FA, FE, FO, FP, and FZ. The code is for use by the Department of State only. The code is valid for reporting to the Enterprise Human Resources Integration (EHRI) Status file. |
| FJ | Officials on Noncareer Appointments (similar to the Senior Executive Service). Code is for use by the Federal Aviation Administration (Department of Transportation) only. |
| FL | Wage Leaders (similar to the leader pay schedule under the Federal Wage System). Code is for use by the Federal Aviation Administration (Department of Transportation) only. |
| FM | Former Performance Management and Recognition Service Employees (similar to former PMRS employees in the GM pay plan). Code is for use by the Federal Aviation Administration (Department of Transportation) only. |
| FN | Supervisory Production Facilitators (similar to the supervisory production facilitating WN pay schedule under the Federal Wage System). Code is for use by the Federal Aviation Administration (Department of Transportation) only. |
| FO | Foreign Service Officers (Public Law 96-465, Section 103(4)). Code is for use by the Agency for International Development, Animal and Plant Health Inspection Service (Department of Agriculture and components at the Department of Homeland Security), Broadcasting Board of Governors, Foreign Agricultural Service (Department of Agriculture), International Trade Administration (Department of Commerce), and Peace Corps only. |
| FP | Foreign Service Personnel (Public Law 96-465, Section 103(5)). Code is for use by the Agency for International Development, Animal and Plant Health |

**PAY PLAN (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| | Inspection Service (Department of Agriculture and components at the Department of Homeland Security), Broadcasting Board of Governors, Foreign Agricultural Service (Department of Agriculture), International Trade Administration (Department of Commerce), and Peace Corps only. |
| FS | Wage Supervisors (similar to the supervisory pay schedule under the Federal Wage System). Code is for use by the Federal Aviation Administration (Department of Transportation) only. |
| FT | Senior Technical and Senior Level (similar to the senior-level and scientific or professional positions paid under 5 U.S.C. 5376). Code is for use by the Federal Aviation Administration (Department of Transportation) only. |
| FV | Federal Aviation Administration Core Compensation Plan. Code is for use by the Federal Aviation Administration (Department of Transportation) only. |
| FW | Wage Grade (similar to the nonsupervisory pay schedule under the Federal Wage System). Code is for use by the Federal Aviation Administration (Department of Transportation) only. |
| FX | Executives (similar to the Senior Executive Service). Code is for use by the Federal Aviation Administration (Department of Transportation) only. |
| FZ | Consular Agent. Code is for use by the Department of State only. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes. |
| | **Gx** |
| GE | U.S. Government Printing Office employees formerly under pay plan SL (Senior Level Positions). Code is for use by the Government Printing Office only. |
| GG | Grades similar to General Schedule. |
| GH | GG employees converted to the former Performance Management and Recognition System (PMRS). |

**PAY PLAN (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| GI | U.S. Government Printing Office criminal investigators. Code is for use by the Government Printing Office only. |
| GL | GS employees in grades 3 through 10 paid a law enforcement officer special base rate under Section 403 of the Federal Law Enforcement Pay Reform Act of 1990. Note that pay plan GL may start being reported as of the January 2006 submissions, and should be reported as of the October 2006 submissions. If the employee is a law enforcement officer appropriately being paid a special rate under special pay table identifier (SPTI) 0491, the employee should no longer be paid a GS special rate, but should receive the regular rate for pay plan GL. The pay rate determinant (PRD) should no longer be code 5, 6, E or F, but the corresponding non-special rate PRD, and the SPTI should be blank. If the employee is a law enforcement officer being paid under a different, higher special rate than that of SPTI 0491, the employee's PRD should still reflect special pay (5, 6, E, or F) and the SPTI should reflect the table under which the employee is appropriately paid. |
| GM | Employees covered by the Performance Management and Recognition System (PMRS) termination provisions. |
| GN | Nursing at the Warren G. Magnuson Clinical Center. Code is for use by the National Institutes of Health (Department of Health and Human Services) only. |
| GP | GS physicians and dentists paid market pay under 38 U.S.C. 7431(c). |
| GR | GM physicians and dentists paid market pay under 38 U.S.C. 7431(c). |
| GS | General Schedule (Ch. 51, 5 U.S.C.). |
| | **Hx** |
| HU | Haskell Indian Nations University demonstration project. Code is for use by the Department of the Interior only. |

**PAY PLAN (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| | **Ix** |
| IA | Defense Civilian Intelligence Personnel System pay-banded compensation structure. Code is for use by the Department of Defense only. |
| IB | Reserved for Defense Civilian Intelligence Personnel System pay-banded compensation structure. Code is for use by the Department of Defense only. |
| ID | Indigent Defense. Code is for use by the Public Defender Service for the District of Columbia only. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes. |
| IE | Senior Intelligence Executive Service (SIES) Program. Code is for use by the Department of Defense, Department of the Air Force, Department of the Army, and Department of the Navy only. |
| IF | Reserved for Defense Civilian Intelligence Personnel System pay-banded compensation structure. Code is for use by the Department of Defense only. |
| IG | Inspectors General in establishments (as defined in section 12 of the Inspector General Act of 1978) whose rate of basic pay is set at level III of the Executive Schedule plus 3 percent under section 3(e) of the Inspector General Act of 1978. (See amendments made by section 4(a) of the Inspector General Reform Act of 2008.) |
| II | Reserved for Defense Civilian Intelligence Personnel System pay-banded compensation structure. Code is for use by the Department of Defense only. |
| IJ | Immigration Judge Schedule. Code is for use by the Department of Justice only. |
| IK | Reserved for Defense Civilian Intelligence Personnel System pay-banded compensation structure. Code is for use by the Department of Defense only. |
| IL | Reserved for Defense Civilian Intelligence Personnel System pay-banded compensation structure. Code is for use by the Department of Defense only. |

**PAY PLAN (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| IP | Senior Intelligence Professional (SIP) Program. Code is for use by the Department of Defense, Department of the Air Force, Department of the Army, and Department of the Navy only. |
| IR | Internal Revenue Service Broadband Classification and Pay System Positions Only. Code is for use by the Internal Revenue Service (Department of the Treasury) only. |
| IS | Employees in classified non-Federal (Trust) positions at the Smithsonian Institution. |
| | **Jx** |
| JG | Graded Tradesmen and Craftsmen (excluding lithographers and printers). Code is for use by the Administrative Office of the United States Courts only. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes. |
| JL | Leaders of Tradesmen and Craftsmen. Code is for use by the Administrative Office of the United States Courts only. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes. |
| JP | Nonsupervisory Lithographers and Printers. Code is for use by the Administrative Office of the United States Courts only. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes. |
| JQ | Lead Lithographers and Printers. Code is for use by the Administrative Office of the United States Courts only. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes. |
| JR | Supervisory Lithographers and Printers. Code is for use by the Administrative Office of the United States Courts only. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes. |

**PAY PLAN (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| JT | Supervisors of Tradesmen and Craftsmen. Code is for use by the Administrative Office of the United States Courts only. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes. |
| | **Kx** |
| KA | Kiess Act. Code is for use by the Government Printing Office only. |
| KB | Government Printing Office negotiated rates for bookbinders. Code is for use by the Government Printing Office only. |
| KE | Government Printing Office negotiated rates for electricians. Code is for use by the Government Printing Office only. |
| KG | Non-Craft--nonsupervisory. Code is for use by the Bureau of Engraving and Printing (Department of the Treasury) only. |
| KI | Government Printing Office negotiated rates for compositors. Code is for use by the Government Printing Office only. |
| KJ | Government Printing Office negotiated rates for machinists. Code is for use by the Government Printing Office only. |
| KL | Non-Craft--leader. Code is for use by the Bureau of Engraving and Printing (Department of the Treasury) only. |
| KM | Government Printing Office negotiated rates for presspersons. Code is for use by the Government Printing Office only. |
| KN | Government Printing Office negotiated rates for offset strippers. Code is for use by the Government Printing Office only. |
| KO | Government Printing Office negotiated rates for offset platemaker strippers. Code is for use by the Government Printing Office only. |

**PAY PLAN (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| KP | Government Printing Office negotiated rates for engineering journeypersons. Code is for use by the Government Printing Office only. |
| KS | Non-Craft--supervisory. Code is for use by the Bureau of Engraving and Printing (Department of the Treasury) only. |
| KT | Government Printing Office negotiated rates for printing plant workers, 80%. Code is for use by the Government Printing Office only. |
| KU | Government Printing Office negotiated rates for printing plant workers, 85%. Code is for use by the Government Printing Office only. |
| KV | Government Printing Office negotiated rates for printing plant workers, 90%. Code is for use by the Government Printing Office only. |
| KW | Government Printing Office negotiated rates for printing plant workers, 95%. Code is for use by the Government Printing Office only. |
| KX | Government Printing Office negotiated rates for printing plant workers, 100%. Code is for use by the Government Printing Office only. |
| KY | Government Printing Office negotiated rates for printing plant workers, Equity Pay. Code is for use by the Government Printing Office only. |
| | **Lx** |
| LE | United States Secret Service Uniformed Division. Code is for use by the U.S. Secret Service (Department of the Homeland Security) only. |
| LG | Liquidation Graded. Code is for use by the Federal Deposit Insurance Corporation only. |
| LL | Executives at the Federal Housing Finance Agency. Code is for use by the Federal Housing Finance Agency only. |

**PAY PLAN (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| LP | U.S. Capital Police. Code is for use by the U.S. Capital Police only. Code is not valid for submission to Central Personnel Data File. Code may be used for other documentation purposes. |
| LX | Government Accountability Office senior-level excepted service position. Code is for use by the Government Accountability Office only. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes. |
| | **Mx** |
| MA | Milk Marketing. Code is for use by the Department of Agriculture only. |
| MC | Employees of the Millennium Challenge Corporation appointed under Public Law 108-199 only. Code is for use by the Millennium Challenge Corporation only. |
| MH | USPS Mail Handler. Code is for use by the U.S. Postal Service only. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes. |
| MK | Government Accountability Office managerial and supervisory positions. Code is for use by the Government Accountability Office only. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes. |
| ML | Supervisors and managers of the National Credit Union Administration. Code is for use by the National Credit Union Administration only. |
| MS | OMHAR Executive Compensation Plan. Code is for use by the Department of Housing and Urban Development only. |
| MX | OMHAR Executive Director Compensation Plan. Code is for use by the Department of Housing and Urban Development only. |

**PAY PLAN (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| | **Nx** |
| NA | Nonappropriated funds--nonsupervisory and nonleader--Federal Wage System. |
| NB | Office of the Comptroller of the Currency Only. Code is for use by the Office of the Comptroller of the Currency (Department of the Treasury) only. |
| NC | Administrative Support. Code is for use by the Department of the Navy only for the Naval Research Laboratory and similar pay demonstration projects. |
| ND | Demonstration Scientific and Engineering. Code is for use by the Department of the Navy only. |
| NF | Employees in the National Nuclear Security Administration's Future Leaders Career Path. Code is for use by the National Nuclear Security Administration (Department of Energy) only. |
| NG | Demonstration General Support. Code is for use by the Department of the Navy only. |
| NH | Business Management and Technical Management Professional. DOD Acquisition Workforce Demonstration Project. Code is for use by the Department of the Air Force, Department of the Army, Department of Defense, and Department of the Navy only. |
| NI | National Geospatial-Intelligence Agency Pay Plan. Code is for use by the National Geospatial-Intelligence Agency only. Code is not valid for submission to OPM, but may be used for other documentation purposes. |
| NJ | Technical Management Support. DOD Acquisition Workforce Demonstration Project. Code is for use by the Department of the Air Force, Department of the Army, Department of Defense, and Department of the Navy only. |
| NK | Administration Support. DOD Acquisition Workforce Demonstration Project. Code is for use by the Department of the Air Force, Department of the Army, Department of Defense, and Department of the Navy only. |

**PAY PLAN (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| NL | Nonappropriated funds--leader--Federal Wage System. |
| NM | Supervisors and Managers. Code is for use by the Department of the Navy only for the Space and Naval Warfare Systems Center and similar pay demonstration projects. |
| NN | Employees in the National Nuclear Security Administration's Engineering and Scientific Career Path. Code is for use by the National Nuclear Security Administration (Department of Energy) only. |
| NO | Administrative Specialist/Professional. Code is for use by the Department of the Navy only for the Naval Research Laboratory and similar pay demonstration projects. |
| NP | Science and Engineering Professional. Code is for use by the Department of the Navy only for the Naval Research Laboratory and similar pay demonstration projects. |
| NQ | Employees in the National Nuclear Security Administration's Professional, Technical, and Administrative Career Path. Code is for use by the National Nuclear Security Administration (Department of Energy) only. |
| NR | Science and Engineering Technical. Code is for use by the Department of the Navy only for the Naval Research Laboratory and similar pay demonstration projects. |
| NS | Non-appropriated funds--supervisory--Federal Wage System. |
| NT | Demonstration Administrative and Technical. Code is for use by the Department of the Navy only. |
| NU | Employees in the National Nuclear Security Administration's Technician and Administrative Support Career Path. Code is for use by the National Nuclear Security Administration (Department of Energy) only. |
| NV | Employees in the National Nuclear Security Administration's Nuclear Materials Courier Career Path. Code is for use by the National Nuclear Security Administration (Department of Energy) only. |

**PAY PLAN (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| NX | Executive-level and managerial positions in the Corporation for National and Community Service (Public Law 103-82, Subtitle G, Section 195(b)). Code is for use by the Corporation for National and Community Service only. |
| NY | All other positions in the Corporation for National and Community Service (Public Law 103-82, Subtitle G, Section 195(b)). Code is for use by the Corporation for National and Community Service only. |
| NZ | National Zoological Park Police. Code is for use by the Smithsonian Institution only. |
| | **Ox** |
| OE | Executives of the Office of Federal Housing Enterprise Oversight. Code is for use by the Office of Federal Housing Enterprise Oversight (Department of Housing and Urban Development) only. |
| OF | Office of Federal Housing Enterprise Oversight. Code is for use by the Office of Federal Housing Enterprise Oversight (Department of Housing and Urban Development) only. |
| OR | Employees of the Office of Financial Research (OFR) within the Department of the Treasury. Code is for use by the Office of Financial Research (Department of the Treasury) only. |
| | **Px** |
| PA | Attorneys and Law Clerks. Code is for use by the Government Accountability Office only. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes. |
| PD | Treasury Demonstration Project Positions. Code is for use by the Alcohol and Tobacco Tax and Trade Bureau (Department of the Treasury), Bureau of Alcohol, Tobacco, Firearms, and Explosives (Department of Justice), Bureau of Customs |

**PAY PLAN (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| | and Border Protection (Department of Homeland Security), and the U.S. Secret Service (Department of Homeland Security) only. |
| PE | Evaluator and Evaluator Related. Code is for use by the Government Accountability Office only. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes. |
| PG | Printing Office Grades. Code is for use by the Government Printing Office only. |
| PJ | Government Printing Office, AFGE, 12% night rate. Code is for use by the Government Printing Office only. |
| PQ | Government Printing Office, Police, day rate. Code is for use by the Government Printing Office only. |
| PT | Professional and technical GAO employees. Code is for use by the Government Accountability Office only. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes. |
| PU | Government Printing Office, White-collar, 10% night rate. Code is for use by the Government Printing Office only. |
| PY | Government Accountability Office program and technical specialist positions. Code is for use by the Government Accountability Office only. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes. |
| PZ | Government Printing Office, Police, 10% night rate. Code is for use by the Government Printing Office only. |
| | **Qx** |
| QC | USPS City Carrier. Code is for use by the U.S. Postal Service only. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes. |

**PAY PLAN (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| | **Rx** |
| RA | Department of Agriculture positions in the Senior Scientific Research Service. Code is for use by the Department of Agriculture only. |
| RE | Managerial positions within the Senior Leadership Demonstration Project (SLDP) Senior Federal Service. Code is for use by the Internal Revenue Service (Department of the Treasury) only. |
| RP | Technical positions within the Senior Leadership Demonstration Project (SLDP) Senior Federal Service. Code is for use by the Internal Revenue Service (Department of the Treasury) only. |
| RS | Senior Biomedical Research Service. Code is for use by the Public Health Service (Department of Health and Human Services) only. |
| | **Sx** |
| SA | Administrative Schedule. Code is for use by the Tennessee Valley Authority only. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes. |
| SB | Clerical Schedule. Code is for use by the Tennessee Valley Authority only. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes. |
| SC | Engineering and Computing Schedule. Code is for use by the Tennessee Valley Authority only. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes. |
| SD | Scientific and Programming Schedule. Code is for use by the Tennessee Valley Authority only. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes. |

**PAY PLAN (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| SE | Aide and Technician Schedule. Code is for use by the Tennessee Valley Authority only. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes. |
| SF | Custodial Schedule. Code is for use by the Tennessee Valley Authority only. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes. |
| SG | Public Safety Schedule. Code is for use by the Tennessee Valley Authority only. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes. |
| SH | Physicians Schedule. Code is for use by the Tennessee Valley Authority only. Code is not valid for submission to the Central Personnel Data File Code may be used for other documentation purposes.. Note that, within the Tennessee Valley Authority, code P is used. |
| SJ | Scientific and Programming Schedule (Excluded). Code is for use by the Tennessee Valley Authority only. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes. Note that, within the Tennessee Valley Authority, code ET is used. |
| SK | SEC employees formerly under the GS, GM, and EZ pay plans. Code is for use by the Securities and Exchange Commission only. |
| SL | Senior Level Positions. |
| SM | Management Schedule. Code is for use by the Tennessee Valley Authority only. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes. Note that, within the Tennessee Valley Authority, code M is used. |
| SN | Senior Level System. Code is for use by the Nuclear Regulatory Commission only. |
| SO | SEC employees formerly under the ES pay plan. Code is for use by the Securities and Exchange Commission only. |

**PAY PLAN (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| SP | Park Police. Code is for use by the Department of the Interior only. |
| SQ | Physicians and dentists paid under the Scientific and Professional (ST) pay system who receive market pay under 38 U.S.C. 7431(c). |
| SR | Statutory rates not elsewhere specified. |
| SS | Senior Staff Positions. Code is for use by the National Credit Union Administration only. |
| ST | Scientific and professional (5 U.S.C. 3104). |
| SU | Code is for use by the Government Accountability Office only. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes. |
| SV | Transportation Security Administration employees other than Executives. Code is for use by the Transportation Security Administration (Department of Homeland Security) only. |
| SW | Transportation Security Administration Executives. Code is for use by the Transportation Security Administration (Department of Homeland Security) only. |
| SY | Employees in Secretary designated senior management non-Federal (Trust) positions at the Smithsonian Institution. |
| SZ | Employees in Smithsonian executive non-Federal (Trust) positions at the Smithsonian Institution. |

**PAY PLAN (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| | **Tx** |
| TA | Construction Schedule. Code is for use by the Tennessee Valley Authority only. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes. |
| TB | Operating and Maintenance Schedule (Power Generating Facilities). Code is for use by the Tennessee Valley Authority only. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes. |
| TC | Chemical Operators Schedule. Code is for use by the Tennessee Valley Authority only. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes. |
| TD | Plant Operators Schedule. Code is for use by the Tennessee Valley Authority only. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes. |
| TE | Operating and Maintenance Schedule (Nonpower Generating Facilities). Code is for use by the Tennessee Valley Authority only. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes. |
| TF | Federal Housing Finance Agency. Code is for use by the Federal Housing Finance Agency only. |
| TG | Office of Thrift Supervision Salary Schedule. Code is for use by the Office of Thrift Supervision (Department of the Treasury) only. |
| TM | Federal Housing Finance Board Merit Pay. Code is for use by the Federal Housing Finance Board only. |
| TP | Teaching Positions. Code is for use by the Department of Defense Education Activity only. |

**PAY PLAN (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| TR | Police Forces of the U.S. Mint and Bureau of Engraving and Printing. Code is for use by the police forces of the U.S. Mint (Department of the Treasury) and the Bureau of Engraving and Printing (Department of the Treasury) only. |
| TS | Federal Housing Finance Board Step System. Code is for use by the Federal Housing Finance Board only. |
| | **Vx** |
| VC | Canteen Service. Code is for use by the Department of Veterans Affairs only. |
| VE | Veterans Canteen Service Executives Only. Code is for use by the Department of Veterans Affairs only. |
| VG | Clerical and Administrative Support. Code is for use by the Farm Credit Administration and the Farm Credit System Insurance Corporation only. |
| VH | Professional, Administrative, and Managerial. Code is for use by the Farm Credit Administration and the Farm Credit System Insurance Corporation only. |
| VM | Medical and Dental. Code is for use by the Department of Veterans Affairs only. |
| VN | Nursing. Code is for use by the Department of Veterans Affairs only. |
| VP | Clinical Podiatrists and Optometrists Schedule. Code is for use by the Department of Veterans Affairs only. |

**PAY PLAN (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| | **Wx** |
| WA | Navigation Lock and Dam Operation and Maintenance Positions in the U.S. Army Corps of Engineers--supervisory--Federal Wage System. Code is for use by the Department of Army only. |
| WB | Wage positions under the Federal Wage System not otherwise designated. |
| WD | Production facilitating nonsupervisory--Federal Wage System. |
| WE | Currency manufacturing. Code is for use by the Department of the Treasury only. |
| WG | Nonsupervisory pay schedules--Federal Wage System. |
| WJ | Hopper Dredge Schedule--Federal Wage System. Code is for use by the Department of the Army only. |
| WK | Hopper Dredge Schedule--nonsupervisory--Federal Wage System. Code is for use by the Department of the Army only. |
| WL | Leader pay schedules--Federal Wage System. |
| WM | Maritime pay schedules--5 U.S.C. 5348. |
| WN | Production facilitating supervisory--Federal Wage System. |
| WO | Navigational Lock and Dam Operation and Maintenance Positions in the U.S. Army Corps of Engineers--leader Federal Wage System. Code is for use by the Department of the Army only. |
| WQ | Aircraft, Electronic Equipment, and Optical Instrument Overhaul and Repair in Puerto Rico--supervisory--Federal Wage System. |
| WR | Aircraft, Electronic Equipment, and Optical Instrument Overhaul and Repair in Puerto Rico--leader--Federal Wage System. |
| WS | Supervisory pay schedules--Federal Wage System. |

**PAY PLAN (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| WT | Apprentices and Shop Trainees--Federal Wage System. |
| WU | Aircraft, Electronic Equipment, and Optical Instrument Overhaul and Repair in Puerto Rico--nonsupervisory Federal Wage System. |
| WY | Navigational Lock and Dam Operation and Maintenance Positions in the U.S. Army Corps of Engineers--non-supervisory--Federal Wage System. Code is for use by the Department of Army only. |
| | **Xx** |
| XA | Special Overlap Area Rate Schedule--nonsupervisory--Federal Wage System. Code is for use by the Department of the Interior only. |
| XB | Special Overlap Area Rate Schedule--leader--Federal Wage System. Code is for use by the Department of the Interior only. |
| XC | Special Overlap Area Rate Schedule--supervisory--Federal Wage System. Code is for use by the Department of the Interior only. |
| XD | Nonsupervisory production facilitating special schedule printing employees--Federal Wage System. |
| XE | Supervisors of negotiated rate employees--Federal Wage System. Code is for use by the Bureau of Reclamation (Department of the Interior) only. |
| XF | Floating Plant (Other than Hopper Dredge) Schedule--Nonsupervisory--Federal Wage System. Code is for use by the Department of the Army only. |
| XG | Floating Plant (Other than Hopper Dredge) Schedule--Leader--Federal Wage System. Code is for use by the Department of the Army only. |
| XH | Floating Plant (Other than Hopper Dredge) Schedule--Federal Wage System. Code is for use by the Department of the Army only. |

**PAY PLAN (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| XI | Non-Supervisory Schedule - Prevailing Rate System. Code is for use by the Bureau of Engraving and Printing (Department of the Treasury) only. |
| XJ | Leader Schedule - Prevailing Rate System. Code is for use by the Bureau of Engraving and Printing (Department of the Treasury) only. |
| XK | Supervisory Schedule - Prevailing Rate System. Code is for use by the Bureau of Engraving and Printing (Department of the Treasury) only. |
| XL | Leader special schedule printing employees--Federal Wage System. |
| XN | Supervisory production facilitating special schedule printing employees--Federal Wage System. |
| XP | Nonsupervisory special schedule printing employees--Federal Wage System. |
| XS | Supervisory special schedule printing employees--Federal Wage System. |
| XW | Non-supervisory Department of Defense non-appropriated fund positions in the automotive mechanic 5823 series, that are paid on the flat rate pay system. |
| XY | Leader Department of Defense non-appropriated fund positions in the automotive mechanic 5823 series, that are paid on the flat rate pay system. |
| XZ | Supervisory Department of Defense non-appropriated fund positions in the automotive mechanic 5823 series, that are paid on the flat rate pay system. |

**PAY PLAN (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| | **Yx** |
| YA | Standard Career Group – Professional/Analytical Pay Schedule. Code is for use by the Departments of the Air Force, Army, Defense, and Navy only. |
| YB | Standard Career Group – Technician/Support Pay Schedule. Code is for use by the Departments of the Air Force, Army, Defense, and Navy only. |
| YC | Standard Career Group – Supervisor/Manager Pay Schedule. Code is for use by the Departments of the Air Force, Army, Defense, and Navy only. |
| YD | Scientific and Engineering Career Group – Professional Pay Schedule. Code is for use by the Departments of the Air Force, Army, Defense, and Navy only. |
| YE | Scientific and Engineering Career Group – Technician/Support Pay Schedule. Code is for use by the Departments of the Air Force, Army, Defense, and Navy only. |
| YF | Scientific and Engineering Career Group – Supervisor/Manager Pay Schedule. Code is for use by the Departments of the Air Force, Army, Defense, and Navy only. |
| YG | Medical Career Group – Physician/Dentist Pay Schedule. Code is for use by the Departments of the Air Force, Army, Defense, and Navy only. |
| YH | Medical Career Group – Professional Pay Schedule. Code is for use by the Departments of the Air Force, Army, Defense, and Navy only. |
| YI | Medical Career Group – Technician/Support Pay Schedule. Code is for use by the Departments of the Air Force, Army, Defense, and Navy only. |
| YJ | Medical Career Group – Supervisor/Manager Pay Schedule. Code is for use by the Departments of the Air Force, Army, Defense, and Navy only. |
| YK | Investigative and Protective Career Group – Investigative Pay Schedule. Code is for use by the Departments of the Air Force, Army, Defense, and Navy only. |

**PAY PLAN (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| YL | Investigative and Protective Career Group – Fire Protection Pay Schedule. Code is for use by the Departments of the Air Force, Army, Defense, and Navy only. |
| YM | Investigative and Protective Career Group – Police/Security Guard Pay Schedule. Code is for use by the Departments of the Air Force, Army, Defense, and Navy only. |
| YN | Investigative and Protective Career Group – Supervisor/Manager Pay Schedule. Code is for use by the Departments of the Air Force, Army, Defense, and Navy only. |
| YO | Code is for use by the Departments of the Air Force, Army, Defense, and Navy only. |
| YP | Standard Career Group – Student Educational Employment Program Pay Schedule. Code is for use by the Departments of the Air Force, Army, Defense, and Navy only. |
| YQ | Code is for use by the Departments of the Air Force, Army, Defense, and Navy only. |
| YR | Code is for use by the Departments of the Air Force, Army, Defense, and Navy only. |
| YS | Code is for use by the Departments of the Air Force, Army, Defense, and Navy only. |
| YT | Code is for use by the Departments of the Air Force, Army, Defense, and Navy only. |
| YU | Code is for use by the Departments of the Air Force, Army, Defense, and Navy only. |
| YV | Code is for use by the Departments of the Air Force, Army, Defense, and Navy only. |

**PAY PLAN (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| YW | Code is for use by the Departments of the Air Force, Army, Defense, and Navy only. |
| YX | Code is for use by the Departments of the Air Force, Army, Defense, and Navy only. |
| YY | Code is for use by the Departments of the Air Force, Army, Defense, and Navy only. |
| YZ | Code is for use by the Departments of the Air Force, Army, Defense, and Navy only. |
| | **Zx** |
| ZA | Administrative. Code is for use by the Department of Commerce only. |
| ZP | Scientific and Engineering Professional. Code is for use by the Department of Commerce only. |
| ZS | Administrative Support. Code is for use by the Department of Commerce only. |
| ZT | Scientific and Engineering Technician. Code is for use by the Department of Commerce only. |
| ZZ | Non-applicable. Code is for use only with pay basis WC (without compensation) when other pay plan codes are not applicable. |

## PAY RATE DETERMINANT

**Definition:** A designation of any special factors that help determine an employee's rate of basic pay or adjusted basic pay.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds, Personnel Actions Standard Form 50/52).

**Format:** TEXT_F(1)

**Note:**

Pay Rate Determinants are defined in terms of provisions in title 5 of the United States Code and Title 5 of the Code of Federal Regulations.

The Pay Rate Determinants may also be used for pay systems not covered by these references that have similar provisions in law, regulation, or administrative procedure.

**PAY RATE DETERMINANT (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 0 | Regular Rate. This code is used for all employees, regardless of pay system, who receive a scheduled rate and for whom none of the following codes apply. |
| 2 | Saved Rate--Indefinite. Employee is paid, without time limitation, at a pay rate above the maximum rate for the grade (or for purposes of paragraph (c), the SES rate range) when: (a) on or before June 30, 1984, the Foreign Service domestic employee was converted to the General Schedule in accordance with P.L. 96-465; (b) prior to January 11, 1979 (the effective date of section 801(a) of the Civil Service Reform Act (CSRA), P.L. 95-454, 92 Stat. 1111), the employee and his or her position had been converted from one pay plan to another under appropriate authority and the employee was not entitled to either grade or pay retention (codes A, B, J, K, U, or V below) on the effective date of the CSRA; or (c) after January 11, 2004, the SES member is paid above level III of the Executive Schedule and he or she may not suffer a reduction in pay under 5 CFR 534.404(h)(2) as a result of transferring from an agency with a maximum SES rate of basic pay equal to the rate for level II of the Executive Schedule to an agency with a maximum SES rate of basic pay equal to the rate for level III of the Executive Schedule or he or she may not suffer a reduction in pay under 5 CFR 534.403(b) because his or her agency's applicable SES performance appraisal system is suspended under 5 CFR 430.405(h). |
| 3 | Retained Pay--Special Rate Adjustment. Employee is receiving retained pay due to: (1) a downward adjustment of a special rate range that left the employee with a pay rate higher than the highest pay rate in the new special rate range; (2) abolishment of a special rate range that left the employee with a pay rate in excess of the top rate of the grade; or (3) a management action that places an employee in a non-special rate position. References: 5 U.S.C. 5363(a)(2) and 5 CFR 536.301(a)(3) and 536.301(a)(6). |
| 4 | Saved Rate--Other. Employee is receiving saved rate pay at a pay rate above the regular rate and no other code is applicable. |
| 5 | Special and Superior Qualifications Rates. For use when PRD codes 6 and 7 below are both applicable. Note: Code 5 is used only on the action that appointed the employee at a superior qualifications rate within a special rate range; code 6 is used on subsequent actions while the employee continues to receive a special rate of pay. |

**PAY RATE DETERMINANT (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 6 | Special Rate. Employee is paid a special rate or a special pay supplement, established under appropriate authority to recruit or retain well qualified individuals in selected agencies, occupations, work levels, and locations. (If employee is also entitled to a retained grade, use code E or F, as appropriate.) References: 5 U.S.C. 5305, 5 U.S.C. 5343(a)(1)(A)(ii), 5 U.S.C. 5343(a)(1)(B)(ii), and similar authorities under law and regulation. |
| 7 | Superior Qualifications Rate. Employee is hired at a pay rate above the minimum rate of the grade. Note: Code 7 is used only on the action that appointed the employee at a superior qualifications rate; code 0 or another appropriate code is used on actions subsequent to the appointment action. References: 5 U.S.C. 5333 and 5 CFR 531.212. |
| A | Retained Grade--Different Position. Employee retains grade for a 2-year period, but is occupying a different position than that held before the grade reduction. (If employee is also entitled to a special rate in the retained grade, use code E.) References: 5 U.S.C. 5362 and 5 CFR 536.201-203. |
| B | Retained Grade--Same Position. Employee retains grade for a 2-year period and continues to occupy the same position held before the grade reduction. (If employee is also entitled to a special rate in the retained grade, use code F.) References: 5 U.S.C. 5362 and 5 CFR 536.201-203. |
| C | Critical Position Pay. Employee is receiving pay greater than would otherwise be payable for the employee's position because the position has been designated critical by the Office of Personnel Management in consultation with the Office of Management and Budget under 5 U.S.C. 5377, or the position has been designated critical by the head of an agency under other similar, legal authority. |
| D | Inspector General in a designated Federal entity. Employee is an Inspector General in a designated Federal entity (as defined in section 8G of the Inspector General Act of 1978) and thus is covered by section 4(b) of the Inspector General Reform Act of 2008. (Section 4(b) provides authority to adjust the classification of such an Inspector General and establishes a pay rate floor.) |

**PAY RATE DETERMINANT (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| E | Retained Grade and Special Rate--Different Position. Employee retains grade for a 2-year period, is entitled to a special rate in the retained grade, but is occupying a different position than that held before the grade reduction. |
| F | Retained Grade and Special Rate--Same Position. Employee retains grade for a 2-year period, is entitled to a special rate in the retained grade, and is occupying the same position held before the grade reduction. |
| J | Retained Pay--Same Position. Employee is receiving a retained rate of pay under 5 U.S.C. 5363(a)(1) or (3), 5 CFR 536.301 (except a retained rate resulting from a reduction or elimination of special rates under section 536.301(a)(3) or (a)(6), which is covered by PRD code 3), or 5 CFR 536.302, and continues to occupy the same position held before the reduction in grade or other action that otherwise would have resulted in a reduction in basic pay. (Note: The employee's pay rate may have been reduced to 150 percent of the maximum rate of basic pay payable for the present grade of the position.) |
| K | Retained Pay--Different Position. Employee is receiving a retained rate of pay under 5 U.S.C. 5363(a)(1) or (3), 5 CFR 536.301 (except a retained rate resulting from a reduction or elimination of special rates under section 536.301(a)(3) or (a)(6), which is covered by PRD code 3), or 5 CFR 536.302, but is currently occupying a different position than that held before the reduction in grade or other action that otherwise would have resulted in a reduction in basic pay. (Note: The employee's pay rate may have been reduced to 150 percent of the maximum rate of basic pay payable for the grade of the position now occupied.) |
| P | Preserved IGA Pay. Employee is a Department of Veterans Affairs (VA) physician or dentist authorized under 38 U.S.C. 7401(1) and 7405(a)(1)(A) at VA facilities in the San Francisco-Oakland-San Jose, CA, Consolidated Metropolitan Statistical Area (CMSA) whose 8 percent interim geographic adjustment (IGA) was preserved when the San Francisco CMSA was removed as an IGA area in January 1995. |
| R | Retained Pay--SES Removal. A former career Senior Executive Service (SES) employee is receiving a retained rate of pay under 5 U.S.C. 3594 and 5 CFR 359.705 following removal from the SES. |

**PAY RATE DETERMINANT (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| S | Continued SES Basic Pay. A career Senior Executive Service (SES) employee appointed to a position outside of the SES for which the rate of basic pay is equal to or greater than the rate payable for level V of the Executive Schedule and the employee elected to continue to receive basic pay as if remaining in the SES in accordance with 5 U.S.C. 3392(c) and 5 CFR Part 317, Subpart H. |
| T | Below the Minimum Rate. Employee is paid, without time limitation, at a pay rate below the minimum rate for the grade or pay band. |
| U | Retained Grade and Pay--Same Position. The employee: (1) has a retained grade; (2) is receiving retained pay; and (3) continues to occupy the same position held immediately before the action that otherwise would have resulted in a reduction in basic pay; i.e., use this code only when code J would be appropriate if grade retention were not also applicable. References: 5 U.S.C. 5362, 5 U.S.C. 5363, and 5 CFR Part 536. |
| V | Retained Grade and Pay--Different Position. The employee: (1) has a retained grade, (2) is receiving pay retention, and (3) is currently occupying a different position than that held immediately before the action that otherwise would have resulted in a reduction in basic pay; i.e., use this code only when code K would be appropriate if grade retention were not also applicable.<br>References: 5 U.S.C. 5362, 5 U.S.C. 5363, and 5 CFR Part 536. |
| Y | NSPS retained pay – Retained rate based on former pay rate under the National Security Personnel System (NSPS) and established when an employee is converted out of NSPS, consistent with section 1113(c)(1) of Public Law 111-84. Normally applicable pay retention codes do not apply because (1) the employee has a time-limited appointment at time of conversion out of NSPS; (2) the employee's retained rate exceeds 150 percent of the applicable step 10 rate of pay; or (3) the employee's retained rate exceeds the rate of pay for level IV of the Executive Schedule. This NSPS retained pay code applies while the employee is in DOD or another agency, until one of the conditions for terminating pay retention in 5 CFR 536.308 apply.<br><br>This code also applies when an employee is temporarily retaining a rate above step 10 of the assigned grade based on a former rate of basic pay held by the |

**PAY RATE DETERMINANT (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| | employee during an NSPS temporary promotion or temporary reassignment (in effect immediately before conversion out of NSPS).<br><br>This code also applies when an employee is converted out of NSPS to a non-GS system within DoD and is retaining a rate above the applicable rate range based on transition from NSPS, consistent with section 1113(c)(1) of Public Law 111-84. This code also applies when an employee's recruitment, relocation, or retention incentive under 5 U.S.C. 5753-5754 is temporarily protected from reduction under the normal rules governing such incentives |
| Z | Border Equalization Allowance. Employee is receiving a border equalization allowance in lieu of locality pay under section 3974 of title 22, United States Code. For use by the Department of State, the Agency for International Development, and the International Joint Commission of the United States and Canada for employees not in the Foreign Service stationed in Canada or Mexico but living in the United States. |

## PAY STATUS/USERRA STATUS

| | |
|---|---|
| **Definition:** | An employee's pay status in the Federal civilian workforce. Also, an employee's status under the Uniformed Services Employment and Reemployment Rights Act (USERRA). |
| **Responsible Organization:** | Office of Personnel Management, Employee Services. |
| **Applicability:** | Mandatory (Enterprise Human Resources Integration HR Status data feed). |
| **Format** | TEXT_F(1) |

**Note:**

Placement of an employee in furlough status on nonconsecutive work days using NOAC 471 does not change the employee's Pay Status/USERRA Status code. The employee will retain the default code P (Pay Status).

| **Code:** | **Name/Explanation:** |
|---|---|
| U | USERRA Status/Not Qualifying for Reservist Differential. Employee is absent from civilian position to perform service in the uniformed services and has reemployment rights under the Uniformed Services Employment and Reemployment Rights Act (USERRA), but employee's service is not qualifying under the reservist differential provision in 5 U.S.C. 5538 or a similar reservist differential provision under another authority. Employee may be in nonpay status or pay status (through use of paid leave or other paid time off). Employee is placed in USERRA status through use of nature of action code 473 and legal authority code Q3K. |

**PAY STATUS/USERRA STATUS (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| Q | USERRA Status/Qualifying for Reservist Differential. Employee is absent from civilian position to perform service in the uniformed services and has reemployment rights under the Uniformed Services Employment and Reemployment Rights Act (USERRA), and the service is qualifying under the reservist differential provision in 5 U.S.C. 5538 or a similar reservist differential provision under another authority (whether or not employee is actually entitled to a reservist differential payment). Employee may be in nonpay status or pay status (through use of paid leave or other paid time off). Employee is placed in USERRA status through use of nature of action code 473 and legal authority codes Q3K and QRD (or, if QRD does not apply, an agency-specific legal authority code). |
| G | Nonpay Status/Furlough NTE. Employee has been placed in nonpay status through the use of nature of action code 472/Furlough NTE (Date) and 772/Ext of Furlough NTE (Date). |
| T | Nonpay Status/Suspension-Indefinite. Employee has been placed in a nonpay status through the use of nature of action code 452/Supension-Indefinite. |
| S | Nonpay Status/Suspension NTE. Employee has been placed in a nonpay status through the use of nature of action code 450/Suspension NTE (Date). |
| L | Nonpay Status/LWOP NTE. Employee has been placed in a nonpay status through the use of nature of action code 460/LWOP NTE, i.e., would include military service not covered by USERRA. |
| O | Nonpay Status/Seasonal. Employee has been placed in a nonpay status through the use of nature of action code 430/Placement in Nonpay Status (i.e., release of seasonal employee). |
| P | Pay Status. Employee is in pay status in the Federal civilian workforce, and the employee does not have USERRA status. Employee has a return to duty from a nonpay status/USERRA status (codes U, Q, G, T, S, or L) through the use of a 292 Nature of Action code or employee has a placement in pay status from a nonpay status (code O) through the use of a 280 Nature of Action code. P is the default code if employee is not in nonpay status or USERRA status. |

## PERSONNEL OFFICE IDENTIFIER

| | |
|---|---|
| **Definition:** | The identification of the Federal civilian personnel office authorized to appoint and separate an employee, and to the extent such functions have been delegated, prepare personnel actions, maintain official personnel records, and administer programs for staff compensation, training and development, benefits and awards, and employee and labor relations. |
| **Responsible Organization:** | Office of Personnel Management, Office of the Chief Information Officer, Records Management. |
| **Applicability:** | Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds, Personnel Actions Standard Form 50/52). |
| **Format:** | NUMBER_F(4) |

**Note:**

The personnel office names and codes can be found in the Personnel Office Identifier (POI) Listing (produced by the Center for Workforce Information & Systems Requirements, Office of Personnel Management). The Listing contains the agency/subelement code, the personnel office code, the name and mailing address of the personnel office, and the name, title, and telephone number of the personnel office contact.

## POSITION OCCUPIED

| | |
|---|---|
| **Definition:** | An employee's position in the Competitive Service, Excepted Service, or the Senior Executive Service. |
| **Responsible Organization:** | Office of Personnel Management, Employee Services. |
| **Applicability:** | Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds, Personnel Actions Standard Form 50/52). |
| **Format:** | NUMBER_F(1) |

| **Code:** | **Name/Explanation:** |
|---|---|
| 1 | Competitive service. See 5 U.S.C. 2102 for definition of the competitive service. |
| 2 | Excepted service. This position is not in the competitive service or in the Senior Executive Service. See 5 U.S.C. 2103 for definition of the excepted service. |
| 3 | SES General. Employee in the SES occupies a general position as defined in 5 U.S.C. 3132(a)(9). |
| 4 | SES Career Reserved. Employee in the SES occupies a career reserved position as defined in 5 U.S.C. 3132(a)(8). |

## POSITION ORGANIZATION

| | |
|---|---|
| **Definition:** | The lowest subdivision of an organization to which an employee is assigned as indicated on his/her position description. |
| **Responsible Organization:** | Office of Personnel Management, Employee Services. |
| **Applicability:** | Mandatory (Enterprise Human Resources Integration HR Dynamics data feed). |
| **Format:** | TEXT_V(500) |

## POSITION SENSITIVITY

| | |
|---|---|
| **Definition:** | The designation of the level of risk associated with a position. |
| **Responsible Organization:** | Office of Personnel Management, Division for Federal Investigative Services. |
| **Applicability:** | Voluntary. |
| **Format:** | NUMBER_F(1) |

**POSITION SENSITIVITY (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 0 | Not Designated. No designation of sensitivity has been made. (Not valid for use on Standard Forms 50 or 52, Optional Form 8, or equivalent agency form.) |
| 1 | Nonsensitive (NS) National Security Risk. Potentially prejudicial to the national security. Adverse impact on the efficiency of the service: Potential for impact involving duties of limited relation to the agency mission with program responsibilities that affect the efficiency of the service.<br><br>Low Risk (LR) Public Trust Position. Adverse impact on the efficiency of the service: Potential for impact involving duties of limited relation to the agency mission with program responsibilities which affect the efficiency of the service. |
| 2 | Noncritical-Sensitive (NCS) National Security Risk. Potential for damage to potential for serious damage to the national security. Adverse impact on the efficiency of the service: Potential for moderate to serious impact involving duties of considerable importance to the agency mission with significant program responsibilities that affect the efficiency of the service. |
| 3 | Critical-Sensitive (CS) National Security Risk. Potential for exceptionally grave damage to the national security. Adverse impact on the efficiency of the service: Potential for exceptionally grave impact involving duties of clearly major importance to the agency mission with major program responsibilities that affect the efficiency of the service. |
| 4 | Special-Sensitive (SS) National Security Risk. Potential for inestimable damage to the national security. Adverse impact on the efficiency of the service: Potential for inestimable impact involving duties especially critical to the agency mission with broad scope and authority (e.g., overall direction of a major Government program) or other extremely important responsibilities that affect the overall efficiency of the service. |
| 5 | Moderate Risk (MR) Public Trust Position. Adverse impact on the efficiency of the service: Potential for moderate to serious impact involving duties of considerable importance to the agency or program mission with significant program responsibilities and delivery of customer services to the public. |

**POSITION SENSITIVITY (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 6 | High Risk (HR) Public Trust Position. Adverse impact on the efficiency of the service: Potential for exceptionally serious impact involving duties especially critical to the agency or a program mission with broad scope of policy or program authority. |

## POSITION TITLE DESCRIPTION

| | |
|---|---|
| **Definition:** | Official classification title description of the position of the employee. |
| **Responsible Organization:** | Office of Personnel Management, Employee Services. |
| **Applicability:** | Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds). |
| **Format:** | TEXT_V(60) |

## PRIOR ADJUSTED BASIC PAY

| | |
|---|---|
| **Definition:** | An employee's prior ADJUSTED BASIC PAY. |
| **Responsible Organization:** | Office of Personnel Management, Employee Services. |
| **Applicability:** | Mandatory (Enterprise Human Resources Integration HR Dynamics data feed, Personnel Actions Standard Form 50/52). |
| **Format:** | DECIMAL(9,2) |

## PRIOR BASIC PAY

| | |
|---|---|
| **Definition:** | An employee's prior BASIC PAY. |
| **Responsible Organization:** | Office of Personnel Management, Employee Services. |
| **Applicability:** | Mandatory (Enterprise Human Resources Integration HR Dynamics data feed, Personnel Actions Standard Form 50/52). |
| **Format:** | DECIMAL(9,2) |

## PRIOR DUTY STATION

| | |
|---|---|
| **Definition:** | An employee's prior DUTY STATION. |
| **Responsible Organization:** | General Services Administration, Public Buildings Service. |
| **Applicability:** | Mandatory (Enterprise Human Resources Integration HR Dynamics data feed). |
| **Format:** | TEXT_F(9) |

## PRIOR GRADE, LEVEL, CLASS, RANK, OR PAY BAND

| | |
|---|---|
| **Definition:** | An employee's prior GRADE, LEVEL, CLASS, RANK, OR PAY BAND. |
| **Responsible Organization:** | Office of Personnel Management, Employee Services. |
| **Applicability:** | Mandatory (Enterprise Human Resources Integration HR Dynamics data feed, Personnel Actions Standard Form 50/52). |
| **Format:** | TEXT_F(2) |

**Note:**

Uses GRADE, LEVEL, CLASS, RANK, OR PAY BAND code set.

## PRIOR LOCALITY ADJUSTMENT

| | |
|---|---|
| **Definition:** | An employee's prior LOCALITY ADJUSTMENT. |
| **Responsible Organization:** | Office of Personnel Management, Employee Services. |
| **Applicability:** | Mandatory (Central Personnel Data File, Personnel Actions Standard Form 50/52). |
| **Format:** | NUMBER_F(5) |

## PRIOR LOCALITY PAY AREA

**Definition:** An employee's prior LOCALITY PAY AREA.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Voluntary.

**Format:** NUMBER_F(2)

**Note:**

Uses LOCALITY PAY AREA code set.

## PRIOR OCCUPATION

**Definition:** An employee's prior OCCUPATION.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration HR Dynamics data feed, Personnel Actions Standard Form 50/52).

**Format:** NUMBER_F(4)

**Note:**

Uses OCCUPATION code set.

## PRIOR PAY BASIS

**Definition:** An employee's prior PAY BASIS.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration HR Dynamics data feed, Personnel Actions Standard Form 50/52).

**Format:** TEXT_F(2)

**Note:**

Uses PAY BASIS code set.

## PRIOR PAY PLAN

**Definition:** An employee's prior PAY PLAN.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration HR Dynamics data feed, Personnel Actions Standard Form 50/52).

**Format:** TEXT_F(2)

**Note:**

Uses PAY PLAN code set.

## PRIOR PAY RATE DETERMINANT

**Definition:** An employee's prior PAY RATE DETERMINANT.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration HR Dynamics data feed).

**Format:** TEXT_F(1)

**Note:**

Uses PAY RATE DETERMINANT code set.

## PRIOR POSITION NUMBER

| | |
|---|---|
| **Definition:** | Alpha-numeric code associated with the employee's prior position title as shown on the employee's prior position description. When action grants or continues entitlement to grade retention under 5 U.S.C. 5362, enter the position number of position employee actually occupies, not of the position whose grade the employee is retaining for pay and benefit purposes. |
| **Responsible Organization:** | Office of Personnel Management, Employee Services. |
| **Applicability:** | Mandatory (Enterprise Human Resources Integration HR Dynamics data feed). |
| **Format:** | TEXT_V(35) |

## PRIOR POSITION ORGANIZATION

| | |
|---|---|
| **Definition:** | The lowest subdivision of an organization to which an employee is assigned as indicated on his/her prior position description. |
| **Responsible Organization:** | Office of Personnel Management, Employee Services. |
| **Applicability:** | Mandatory (Enterprise Human Resources Integration HR Dynamics data feed). |
| **Format:** | TEXT_V(500) |

## PRIOR POSITION TITLE

| | |
|---|---|
| **Definition:** | Title of the employee's prior position as it is reflected on his/her position description. When action grants or continues entitlement to grade retention under 5 U.S.C. 5362, enter the title of position employee actually occupies, not of the position whose grade the employee is retaining for pay and benefit purposes. |
| **Responsible Organization:** | Office of Personnel Management, Employee Services. |
| **Applicability:** | Mandatory (Enterprise Human Resources Integration HR Dynamics data feed). |
| **Format:** | TEXT_V(60) |

## PRIOR SPECIAL BASIC PAY SUPPLEMENT

| | |
|---|---|
| **Definition:** | Amount of prior special basic pay supplement established for a defined subcategory of employees in a pay system or subsystem as a prior secondary supplement. The prior special basic pay supplement applies in lieu of any applicable prior standard basic pay supplement that is a lower amount. The supplement is a regular, fixed payment for nonovertime hours of work that is creditable as prior basic pay for retirement purposes, excluding any type of prior premium payment or differential that is triggered for working certain hours of the day or week or for performing certain types of work. Includes prior GS special rate supplement or equivalent prior supplement. Express amount using same prior pay basis as used for prior basic pay rate. |
| **Responsible Organization:** | Office of Personnel Management, Employee Services. |
| **Applicability:** | Mandatory (Enterprise Human Resources Integration HR Dynamics data feed). |
| **Format:** | DECIMAL(9,2) |

## PRIOR STANDARD BASIC PAY SUPPLEMENT

| | |
|---|---|
| **Definition:** | Amount of prior standard basic pay supplement that is designed to be the sole or primary prior basic pay supplement for employees within a pay system or subsystem. The supplement is a regular, fixed payment for nonovertime hours that is creditable as prior basic pay for retirement purposes, excluding any type of premium payment or differential that is triggered for working certain hours of the day or week or for performing certain types of work. Includes GS prior locality pay, prior title 38 market pay, or similar prior supplements. Excludes prior GS special rate supplement and similar prior secondary supplements. Express amount using same prior pay basis as used for prior basic pay rate. |
| **Responsible Organization:** | Office of Personnel Management, Employee Services. |
| **Applicability:** | Mandatory (Enterprise Human Resources Integration HR Dynamics data feed). |
| **Format:** | DECIMAL(9,2) |

## PRIOR STEP OR RATE

**Definition:** An employee's prior STEP OR RATE.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration HR Dynamics data feed, Personnel Actions Standard Form 50/52).

**Format:** TEXT_F(2)

**Note:**

Uses STEP OR RATE code set.

## PRIOR TOTAL SALARY RATE

| | |
|---|---|
| **Definition:** | Sum of all prior fixed pay amounts paid on a regular and recurring basis (i.e., each pay period), subject to applicable pay caps. This includes prior adjusted basic pay (sum of prior basic pay + any applicable prior basic pay supplement) and any prior fixed-amount allowances and differentials that are paid on a regular and recurring basis (e.g., post differentials and cost-of-living allowances). Also includes prior standby duty premium pay, prior administratively uncontrollable overtime pay, prior law enforcement availability pay, and prior regular overtime pay for firefighters paid under 5 U.S.C. 5545b. Express amount using same prior pay basis as used for prior basic pay rate. NOTE: Prior Total Salary Rate is not limited to retirement-creditable basic pay.. |
| **Responsible Organization:** | Office of Personnel Management, Employee Services. |
| **Applicability:** | Mandatory (Enterprise Human Resources Integration HR Dynamics data feed). |
| **Format:** | DECIMAL(9,2) |

## PRIOR WORK SCHEDULE

**Definition:** An employee's prior WORK SCHEDULE.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration HR Dynamics data feed).

**Format:** TEXT_F(1)

**Note:**

Uses WORK SCHEDULE code set.

## RACE OR NATIONAL ORIGIN

**Definition:** An employee's race or national origin.

**Responsible Organization:** Office of Personnel Management, Planning & Policy Analysis.

**Applicability**: Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds).

**Format:** TEXT_F(1)

**Note:**

Employees of mixed race or national origin should be identified with the race or national origin with which they most closely associate themselves.

This data standard is only applicable to an employee whose accession occurs prior to July 1, 2006. See the ETHNICITY AND RACE IDENTIFICATION data standard for an employee whose accession occurs on or after January 1, 2006.

**RACE OR NATIONAL ORIGIN (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| A | **American Indian or Alaskan Native**. A person having origins in any of the original people of North America, and who maintains cultural identification through community recognition or tribal affiliation. (This code must not be used for employees in Puerto Rico.) |
| B | **Asian or Pacific Islander**. A person having origins in any of the original people of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa. (This code must not be used for employees in Hawaii or Puerto Rico.) |
| C | **Black, not of Hispanic origin**. A person having origins in any of the black racial groups of Africa. Does not include people of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins (see Hispanic). (This code must not be used for employees in Puerto Rico.) |
| D | **Hispanic**. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins. Does not include people of Portuguese culture or origin. |
| E | **White, not of Hispanic origin**. A person having origins in any of the original people of Europe, North Africa, or the Middle East. Does not include people of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins (see Hispanic). Also includes people not included in other categories. (This code must not be used for employees in Puerto Rico.) |
| F | **Asian Indian**. A person having origins in any of the original people of the Indian subcontinent, i.e., India, Pakistan, Bangladesh, Sri Lanka, Nepal, Sikkim, and Bhutan. (This code is for use in Hawaii only.) |
| G | **Chinese**. A person having origins in any of the original people of China. (This code is for use in Hawaii only.) |
| H | **Filipino**. A person having origins in any of the original people of the Philippines. (This code is for use in Hawaii only.) |

**RACE OR NATIONAL ORIGIN (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| J | **Guamanian**. A person having origins in any of the original people of Guam (e.g., Chamorro). (This code is for use in Hawaii only.) |
| K | Hawaiian. A person having origins in any of the original people of Hawaii. Includes people who are Part Hawaiian and identify most closely with the Hawaiian category. (This code is for use in Hawaii only.) |
| L | **Japanese**. A person having origins in any of the original people of Japan. (This code is for use in Hawaii only.) |
| M | **Korean**. A person having origins in any of the original people of Korea. (This code is for use in Hawaii only.) |
| N | **Samoan**. A person having origins in any of the original people of Samoa. (This code is for use in Hawaii only.) |
| P | **Vietnamese**. A person having origins in any of the original people of Vietnam. (This code is for use in Hawaii only.) |
| Q | **All Other Asian or Pacific Islanders**. A person having origins in any of the original people of Asia or the Pacific Islands not included in codes F through P above. (This code is for use in Hawaii only.) |
| Y | **Not Hispanic in Puerto Rico**. A person not of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins whose official duty station is in Puerto Rico. (This code is for use in Puerto Rico only.) |

## RATING OF RECORD (LEVEL)

| | |
|---|---|
| **Definition:** | The summary level assigned to a rating of record. Rating of record is the performance rating prepared at the end of an appraisal period for performance over the entire period. Refer to 5 CFR 430.203 for the definition of rating of record and 5 CFR 430.303 for the definition of annual summary rating and to 5 CFR 430.208 and 5 CFR 430.304 for definitions of summary levels. |
| **Responsible Organization:** | Office of Personnel Management, Employee Services. |
| **Applicability:** | Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds). |
| **Format:** | TEXT_F(1) |

**RATING OF RECORD (LEVEL) (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 1 | Level 1. Unacceptable. Fail level under pass/fail program. |
| 2 | Level 2. Level between Fully Successful and Unacceptable. |
| 3 | Level 3. Fully Successful or equivalent. Pass level under pass/fail program. |
| 4 | Level 4. Level between Outstanding and Fully Successful. |
| 5 | Level 5. Outstanding or equivalent. |
| X | Not Rated. Code applies to General Schedule (GS/GM), Prevailing Rate, and other employees subject to the provisions of 5 CFR 430 (see coverage at 5 CFR 430.202 and 5 CFR 430.302) who have not yet received a rating of record under the agency performance appraisal system (e.g., someone newly hired). |
| Z | Exclusion. Code applies to those employees who are not covered by a performance appraisal system and generally do not have their performance appraised. [Code Z (Exclusion), formerly reported as a Rating of Record (Level), more accurately describes a Rating of Record (Pattern). Therefore, Rating of Record (Level) code Z (Exclusion) is being terminated as a Rating of Record (Level) code (effective October 1, 2008).] |

## RATING OF RECORD (PATTERN)

**Definition:** The specific summary levels which can be assigned to a rating of record under an appraisal program. The patterns of summary levels which shall be used are those defined in 5 CFR 430.208(d) and Z for employees not covered by an appraisal program.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds).

**Format:** TEXT_F(1)

**Note:**

The summary levels shown below refer to RATING OF RECORD (LEVEL) codes.

**RATING OF RECORD (PATTERN) (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| A | Summary levels 1 and 3. Use for pass/fail programs. |
| B | Summary levels 1, 3, and 5. |
| C | Summary levels 1, 3, and 4. |
| D | Summary levels 1, 2, and 3. |
| E | Summary levels 1, 3, 4, and 5. |
| F | Summary levels 1, 2, 3, and 5. |
| G | Summary levels 1, 2, 3, and 4. |
| H | Summary levels 1, 2, 3, 4, and 5. |
| Z | Exclusion. Code applies to those employees who are not covered by a performance appraisal system and generally do not have their performance appraised. |

## RATING OF RECORD (PERIOD)

| | |
|---|---|
| **Definition:** | The ending date of the appraisal period for which the RATING OF RECORD (LEVEL) was issued. Refer to 5 CFR 430.203 and 5 CFR 430.303. |
| **Responsible Organization:** | Office of Personnel Management, Employee Services. |
| **Applicability:** | Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds). |
| **Format:** | DATE |

## RATING OF RECORD PERIOD END DATE

| | |
|---|---|
| **Definition:** | Ending date of the appraisal period for which the performance appraisal rating of record (level) was issued. Refer to 5 CFR 430.203 and 5 CFR 430.303. |
| **Responsible Organization:** | Office of Personnel Management, Employee Services. |
| **Applicability:** | Mandatory (Enterprise Human Resources Integration HR Dynamics data feed). |
| **Format:** | DATE |

## RATING OF RECORD PERIOD START DATE

| | |
|---|---|
| **Definition:** | Start date of the appraisal period for which the performance appraisal rating of record (level) was issued. Refer to 5 CFR 430.203 and 5 CFR 430.303. |
| **Responsible Organization:** | Office of Personnel Management, Employee Services. |
| **Applicability:** | Mandatory (Enterprise Human Resources Integration HR Dynamics data feed). |
| **Format:** | DATE |

## READING PROFICIENCY

**Definition:** The assessed proficiency of the individual in understanding a given written language.

**Responsible Organization:** Department of Defense, Defense Language Institute.

**Applicability:** Voluntary.

**Format:** NUMBER_F(2)

**Note:**

The following proficiency level descriptions characterize comprehension of the written language. Each of the six "base levels" (coded 00, 10, 20, 30, 40, and 50) implies control of any previous "base level's" functions and accuracy. The "plus level" designation (coded 06, 16, 26, etc.) will be assigned when proficiency substantially exceeds one base skill level and does not fully meet the criteria for the next "base level." The "plus level" descriptions are therefore supplementary to the "base level" descriptions.

A skill level is assigned to a person through an authorized language examination. Examiners assign a level on a variety of performance criteria exemplified in the descriptive statements. Therefore, the examples given here illustrate, but do not exhaustively describe, either the skills a person may possess or situations in which he/she may function effectively.

Statements describing accuracy refer to typical stages in the development of competence in the most commonly taught languages in formal training programs. In other languages, emerging competence parallels these characterizations, but often with different details.

Unless otherwise specified, the term "native reader" refers to native readers of a standard dialect.

**READING PROFICIENCY (Continued)**

**Note** (continued):

"Well-educated," in the context of these proficiency descriptions, does not necessarily imply formal higher education. However, in cultures where formal higher education is common, the language-use abilities of persons who have had such education is considered the standard. That is, such a person meets contemporary expectations for the formal, careful style of the language, as well as range of less formal varieties of the language.

In the following descriptions a standard set of text-types is associated with each level. The text-type is generally characterized in each descriptive statement.

The word "read," in the context of these proficiency descriptions, means that the person at a given skill level can thoroughly understand the communicative intent in the text-types described. In the usual case the reader could be expected to make a full representation, thorough summary, or translation of the text into English.

Other useful operations can be performed on written texts that do not require the ability to "read," as defined above. Examples of such tasks which people of a given skill level may reasonably be expected to perform are provided, when appropriate, in the descriptions.

**READING PROFICIENCY (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 00 | Reading, No Proficiency. No practical ability to read the language. Consistently misunderstands or cannot comprehend at all. (Has been abbreviated R-O in some nonautomated applications.) |
| 06 | Reading, Memorized Proficiency. Can recognize all the letters in the printed version of an alphabetic system and high-frequency elements of a syllabary or a character system. Able to read some or all of the following: numbers, isolated words and phrases, personal and place names, street signs, office and shop designations. The above often interpreted inaccurately. Unable to read connected prose. (Has been abbreviated R-O+ in some nonautomated applications.) |
| 10 | Reading, Elementary Proficiency. Sufficient comprehension to read very simple connected written material in a form equivalent to usual printing of typescript. Can read either representations of familiar formulaic verbal exchanges or simple language containing only the highest frequency structural patterns and vocabulary, including shared international vocabulary items and cognates (when appropriate). Able to read and understand known language elements that have been recombined in new ways to achieve different meanings at a similar level of simplicity. Texts may include simple narratives of routine behavior; highly predictable descriptions of persons, places or things; and explanations of geography and government such as those simplified for tourists. Some misunderstandings possible on simple texts. Can get some main ideas and locate prominent items of professional significance in more complex texts. Can identify general subject matter in some authentic texts. (Has been abbreviated R-1 in some nonautomated applications.) |

**READING PROFICIENCY (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 16 | Reading, Elementary Proficiency, Plus. Sufficient comprehension to understand simple discourse in printed form for informative social purposes. Can read material such as announcements of public events, simple prose containing biographical information or narration of events, and straightforward newspaper headlines. Can guess at unfamiliar vocabulary if highly contextualized, but with difficulty in unfamiliar contexts. Can get some main ideas and locate routine information of professional significance in more complex texts. Can follow essential points of written discussion at an elementary level on topics in his/her professional field. In commonly taught languages, the individual may not control the structure well. For example, basic grammatical relations are often misinterpreted, and temporal reference may rely primarily on lexical items as time indicators. Has some difficulty with the cohesive factors in discourse, such as matching pronouns with referents. May have to read materials several times for understanding. (Has been abbreviated R-1+ in some nonautomated applications.) |
| 20 | Reading, Limited Working Proficiency. Sufficient comprehension to read simple, authentic written material in a form equivalent to usual printing or typescript on subjects within a familiar context. Able to read with some misunderstandings straightforward, familiar, factual material, but in general insufficiently experienced with the language to draw inferences directly from the linguistic aspects of the text. Can locate and understand the main ideas and details in material written for the general reader. However, persons who have professional knowledge of a subject may be able to summarize or perform sorting and locating tasks with written texts that are well beyond their general proficiency level. The individual can read uncomplicated, but authentic prose on familiar subjects that are normally presented in a predictable sequence which aids the reader in understanding. Texts may include descriptions and narrations in contexts such as news items describing frequently occurring events, simple biographical information, social notices, formulaic business letters, and simple technical material written for the general reader. Generally the prose that can be read by the individual is predominantly in straightforward/high-frequency sentence patterns. The individual does not have a broad active vocabulary (that is, which he/she recognizes immediately on sight), but is able to use contextual and real world cues to understand the text. Characteristically, however, the individual is quite slow in performing such a process. He/she is typically able to answer factual questions about authentic texts of the types described above. (Has been abbreviated R-2 in some nonautomated applications.) |

**READING PROFICIENCY (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 26 | Reading, Limited Working Proficiency, Plus. Sufficient comprehension to understand most factual material in non-technical prose as well as some discussions on concrete topics related to special professional interests. Is markedly more proficient at reading materials on a familiar topic. Is able to separate the main ideas and details from lesser ones and uses that distinction to advance understanding. The individual is able to use linguistic context and real-world knowledge to make sensible guesses about unfamiliar material. Has a broad active reading vocabulary. The individual is able to get the gist of main and subsidiary ideas in texts which could only be read thoroughly by persons with much higher proficiencies. Weaknesses include slowness, uncertainty, inability to discern nuance and/or intentionally disguised meaning. (Has been abbreviated R-2+ in some nonautomated applications.) |
| 30 | Reading, General Professional Proficiency. Able to read within a normal range of speed and with almost complete comprehension a variety of authentic prose material on unfamiliar subjects. Reading ability is not dependent on subject matter knowledge, although it is not expected that the individual can comprehend thoroughly subject matter which is highly dependent on cultural knowledge or which is outside his/her general experience and not accompanied by explanation. Text-types include news stories similar to wire service reports or international news items in major periodicals, routine correspondence, general reports, and technical material in his/her professional field; all of these may include hypothesis, argumentation, and supported opinions. Misreading rare. Almost always able to interpret material correctly, relate ideas, and "read between the lines," (that is, understand the writers' implicit intents in texts of the above types). Can get the gist of more sophisticated texts, but may be unable to detect or understand subtlety and nuance. Rarely has to pause over or reread general vocabulary. However, may experience some difficulty with unusually complex structure and low frequency idioms. (Has been abbreviated R-3 in some nonautomated applications.) |

**READING PROFICIENCY (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 36 | Reading, General Professional Proficiency, Plus. Can comprehend a variety of styles and forms pertinent to professional needs. Rarely misinterprets such texts or rarely experiences difficulty relating ideas or making inferences. Able to comprehend many sociolinguistic and cultural references. However, may miss some nuances and subtleties. Able to comprehend a considerable range of intentionally complex structures, low frequency idioms, and uncommon connotative intentions; however, accuracy is not complete. The individual is typically able to read with facility, understand, and appreciate contemporary exposition, technical, or literary texts which do not rely heavily on slang and unusual idioms. (Has been abbreviated R-3+ in some nonautomated applications.) |
| 40 | Reading, Advanced Professional Proficiency. Able to read fluently and accurately all styles and forms of the language pertinent to professional needs. The individual's experience with the written language is extensive enough that he/she is able to relate inferences in the text to real-world knowledge and understand almost all sociolinguistic and cultural references. Able to "read beyond the lines" (that is, to understand the full ramifications of texts as they are situated in the wider cultural, political, or social environment). Able to read and understand the intent of writers' use of nuance and subtlety. The individual can discern relationships among sophisticated written materials in the context of broad experience. Can follow unpredictable turns of thought readily in, for example, editorial, conjectural, and literary texts in any subject matter area directed to the general reader. Can read essentially all materials in his/her special field, including official and professional documents and correspondence. Recognizes all professionally relevant vocabulary known to the educated non-professional native, although may have some difficulty with slang. Can read reasonably legible hand-writing without difficulty. Accuracy is often nearly that of a well-educated native reader. (Has been abbreviated R-4 in some nonautomated applications.) |

**READING PROFICIENCY (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 46 | Reading, Advanced Professional Proficiency, Plus. Nearly native ability to read and understand extremely difficult or abstract prose, a very wide variety of vocabulary, idioms, colloquialisms, and slang. Strong sensitivity to and understanding of sociolinguistic and cultural references. Little difficulty in reading less than fully legible handwriting. Broad ability to "read beyond the lines" (that is, to understand the full ramifications of texts as they are situated in the wider cultural, political, or social environment) is nearly that of a well-read or well-educated native reader. Accuracy is close to that of the well-educated native reader, but not equivalent. (Has been abbreviated R-4+ in some nonautomated applications.) |
| 50 | Reading, Functionally Native Proficiency. Reading proficiency is functionally equivalent to that of the well-educated native reader. Can read extremely difficult and abstract prose; for example, general legal and technical as well as highly colloquial writings. Able to read literary texts, typically including contemporary avant-garde prose, poetry, and theatrical writing. Can read classical/archaic forms of literature with the same degree of facility as the well-educated, but non-specialist native. Reads and understands a wide variety of vocabulary and idioms, colloquialisms, slang, and pertinent cultural references. With varying degrees of difficulty, can read all kinds of handwritten documents. Accuracy of comprehension is equivalent to that of a well-educated native reader. (Has been abbreviated R-5 in some nonautomated applications.) |

## RECORD ACTION

| | |
|---|---|
| **Definition:** | Indicates action to take with a data record. |
| **Responsible Organization:** | Office of Personnel Management, Office of Modernization & Human Resources Line of Business, Enterprise Human Resources Integration (EHRI). |
| **Applicability:** | Mandatory (Enterprise Human Resources Integration HR Status, HR Dynamics, Payroll, Training, and Military Service Deposit data feeds). |
| **Format:** | TEXT(1) |

| **Code:** | **Name/Explanation:** |
|---|---|
| A | Add |
| D | Delete |
| C | Correct |

## REMARKS

| | |
|---|---|
| **Definition:** | The remarks that explain the personnel action recorded on the Standard Form 50. |
| **Responsible Organization:** | Office of Personnel Management, Employee Services, Office of the Chief Information Officer, Records Management. |
| **Applicability:** | Mandatory (Personnel Actions Standard Form 50/52). Only the remarks are required, not the codes. |
| **Format:** | TEXT_F(3) |

**REMARKS (Continued)**

**Codes and Name/Explanations**

APPOINTMENT LIMITATIONS (Axx) 441
BENEFITS AND LEAVE (Bxx) 444
CORRECTIONS AND CANCELLATIONS (Cxx) 447
EMPLOYMENT CONDITIONS (Exx) 449
SERVICE CREDIT (Gxx) 451
POSITION CHANGE ACTIONS (Kxx) 451
MISCELLANEOUS (Mxx) 453
PAY IN ADDITION TO, OR OUTSIDE OF, SALARY (Nxx) 458
PAY RATE (Pxx) 459
EMPLOYEE REASON FOR RESIGNATION, RETIREMENT, FAILURE TO RELOCATE OR TO ACCEPT REASSIGNMENT (Rxx) 461
AGENCY EXPLANATION OF EMPLOYEE'S SEPARATION (Sxx) 462
TENURE (Txx) 465
RETAINED GRADE AND RETAINED PAY (Xxx) 466
RESERVED FOR AGENCIES' INTERNAL USE (Yxx-Zxx) 467

**REMARKS (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| | **APPOINTMENT LIMITATIONS (Axx)** |
| A01 | Appointment is on a seasonal basis; the employee is subject to release to nonpay status and recall to duty to meet workload requirements as a condition of employment in accordance with the attached agreement. |
| A03 | This appointment is intended to continue for 2 years. Upon satisfactory completion of 2-year trial period, you will be noncompetitively converted to career-conditional appointment. If performance is not satisfactory, or you fail to satisfactorily complete program, employment will be terminated. |
| A04 | Appointment is not to exceed 2 years. Upon satisfactory completion of the program, you may be noncompetitively converted to a permanent appointment. If your performance is not satisfactory or if you fail to satisfactorily complete this program, employment will be terminated. (Terminated July 10, 2012). |
| A07 | Employment under this appointment must not exceed (number) hours a year. |
| A08 | Employment under this and previous appointment must not exceed (number) hours a year. |
| A11 | Employment under this appointment must not exceed (number) working days a year. |
| A12 | Employment under this and previous appointment must not exceed (number) working days a year. |
| A15 | Total compensation during service year may not exceed 40% of salary for GS-3/1; salary increase resulting from a within-grade increase will not count against this limitation. |
| A17 | As a reemployed annuitant, you serve at the will of the appointing officer. |

**REMARKS (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| A21 | Temporary employees serve under appointments limited to 1-year or less and are subject to termination at any time without use of adverse action or reduction-in-force procedures. A temporary appointment does not confer eligibility to be promoted or reassigned to other positions, or the ability to be noncompetitively converted to career-conditional appointment. |
| A22 | This appointment cannot be renewed. Upon admission to the Bar, you will be eligible for appointment as attorney in accordance with (agency) appointment procedures. |
| A24 | Employee informed in advance of the conditions of appointment under the Presidential Management Fellows Program. (Terminated July 10, 2012). |
| A25 | This action provides relief required by Public Law 101-12, pending final decision of the MSPB. |
| A30 | This appointment does not confer eligibility to be noncompetitively converted to career-conditional or career appointment. (Terminated July 10, 2012). |
| A31 | This appointment is intended to continue through completion of education and study-related work requirements. An agency may noncompetitively appoint you to a career or career-conditional appointment within 120 days after satisfactory completion of your educational program and satisfactory completion of at least 640 hours of career-related work experience. The work experience must have been completed prior to or concurrently with the completion of the requirements of your educational program. (Terminated July 10, 2012). |
| A32 | This appointment does not confer eligibility to be noncompetitively converted to a term, career or career-conditional appointment in the competitive service. |
| A35 | This appointment may confer eligibility to be noncompetitively converted to a term, career or career-conditional appointment in the competitive service. |
| A36 | The duration of a Pathways appointment under Sch D is a trial period. |

**REMARKS (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| A37 | Appointment cannot exceed 2 years plus any agency approved extension of no more than 120 days. Upon satisfactory completion of the program you may be noncompetitively converted to a permanent appointment. If your performance is not satisfactory or if you fail to satisfactorily complete this program employment will be terminated. |
| A38 | Employee informed in advance of the conditions of appointment under the Pathways Programs |
| A39 | This appointment is intended to continue through completion of education and work requirements. An agency may noncompetitively appoint you to a term, career or career-conditional appointment in the competitive service within 120 days after satisfactory completion of your educational program and satisfactory completion of at least 640 hours of career-related work experience. The work experience must have been completed prior to or concurrently with the completion of the requirements of your educational program. |

**REMARKS (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| | **BENEFITS AND LEAVE (Bxx)** |
| B01 | Cancelled health benefits. |
| B02 | Elected not to enroll for health benefits. |
| B03 | Ineligible for health benefits. |
| B04 | Ineligible for leave. |
| B30 | Changes SCD-Leave from (date) upon employee's retirement from the uniformed service. |
| B31 | Changes SCD from (date) to reflect (number) hours worked under intermittent work schedule. |
| B32 | Changes SCD from (date) to reflect excess time in nonpay status during calendar year (year). |
| B33 | Changes SCD from (date) to reflect service which has been ruled creditable. |
| B34 | Changes SCD from (date) to reflect previously unclaimed service. |
| B35 | Changes SCD from (date) because (state reason). |
| B36 | Changes SCD from (date) upon employee's receipt of discharge from uniformed service. |
| B37 | Changes SCD-Leave from (date) upon employee's retirement from the uniformed service. Recovery of excess annual leave accrued in the past based on the erroneous SCD-Leave has been waived. If required by the corrected SCD-Leave, employee's current annual leave accrual rate will be corrected prospectively. |

**REMARKS (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| B41 | Health benefits will continue as long as you participate in the work-study program if you pay the employee's share of costs. Contact your servicing Human Resources Office or see the FEHB Handbook at http://www.opm.gov/insure for detailed information. |
| B43 | Government share of premium for health benefits coverage will be reduced because you are working part-time. You will have to pay the employee share of the premium plus the difference between what the Government pays for your enrollment and the amount the Government pays for a full-time employee. |
| B44 | Health benefits coverage continues. |
| B45 | You may change your health benefits enrollment within 60 days after the effective date of this action. |
| B46 | SF 2819 was provided. Life insurance coverage is extended for 31 days during which you are eligible to convert to an individual policy (nongroup contract). |
| B47 | Health benefits coverage is extended for 31 days during which you are eligible to convert to an individual policy (nongroup contract). |
| B51 | Basic Life insurance coverage and Additional Optional coverage (if elected) are based on the rate of annual salary payable to you as a part-time employee, not the full-time salary rate shown in block 20 of this SF 50. However, Basic Life insurance coverage is always at least $10,000. |
| B52 | Ineligible for health benefits until you complete one year of current continuous employment. Then you may elect health benefits for which you will be charged the full premium. |
| B53 | Health benefits coverage is extended for 31 days during which you are eligible to convert to an individual policy (nongroup contract). You are also eligible for temporary continuation of your FEHB coverage for up to 18 months. |
| B60 | Eligible to elect coverage under the Federal Employees Retirement System (FERS) within six months of the effective date of this personnel action. SF 3109 provided to employee. |

**REMARKS (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| B61 | You appear to be eligible for early deferred retirement benefits at age (enter eligibility age). If you have questions, contact your agency retirement counselor. |
| B62 | You appear to be eligible for immediate MRA + 10 retirement annuity. If you have questions, contact your agency retirement counselor. |
| B63 | Elected to retain coverage under a retirement system for NAF employees. |
| B66 | An employee subject to the provisions of P.L. 108-375 is eligible for continued FEHB coverage up to 24 months when called to active duty and certain requirements (including serving in support of a contingency operation) are met. An employee subject to the provisions of P.L. 108-454 is eligible for FEHB coverage for 24 months when absent because of service in the uniformed service and certain requirements are met. Contact your servicing Human Resources Office or see the FEHB Handbook at http://www.opm.gov/insure for detailed information. |
| B67 | Elected full Living Benefits on (enter date from FE-8C). Post-election Basic Insurance amount is $00.00. |
| B68 | Elected partial Living Benefits on (enter date from FE-8C). Post-election Basic Insurance amount is (enter amount from FE-8C). Must elect "no reduction" at retirement. |
| B69 | Employee has assigned ownership of life insurance coverage. Assignment terminates 31 days after separation date unless employee is entitled to continued coverage before that date. |
| B71 | You must elect to either: (1) terminate your enrollment in FEHB, or (2) continue it for up to 365 days and agree to pay the premium or incur a debt. If you do not elect to terminate or continue your enrollment, it automatically terminates at the end of the last pay period in which you paid premiums. Contact your servicing Human Resources Office or see FEHB Handbook at http://www.opm.gov/insure for detailed information. |

**REMARKS (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| B72 | FEGLI coverage continues until your time in nonpay status totals 12 months. Contact your servicing Human Resources Office or see the FEGLI Handbook at http://www.opm.gov/insure for detailed information. |
| B73 | You are receiving (enter yrs. and mos., e.g., 2 yrs., 6 mos.) credit toward your SCD-Leave shown in Block 31 for the following period(s) of non-Federal service: (list all applicable "from" and "to" dates). This time is permanently creditable unless you fail to complete 1 full year of continuous service with this agency. |
| B74 | You are receiving (enter yrs. and mos., e.g., 2 yrs., 6 mos.) credit toward your SCD-Leave shown in Block 31 for the following period(s) of active duty military service: (list all applicable "from" and "to" dates). This time is permanently creditable unless you fail to complete 1 full year of continuous service with this agency. |
| B75 | Changes SCD-Leave from (date) because employee failed to complete 1 full year of continuous service with the appointing agency. |
| B76 | FEGLI coverage continues at no cost to you until your time in nonpay status totals 12 months. If you are in active duty military status, you may elect to continue FEGLI coverage for an additional 12 months by paying both the employee and agency premiums (Basic coverage) and by paying the entire cost (Optional coverage). Per Section 1102 of Public Law 110-181, you must make the election before the end of your first 12 months in nonpay status. Contact your servicing Human Resources Office or see the FEGLI Handbook at http://www/opm.gov/insure/life for detailed information. |
| | **CORRECTIONS AND CANCELLATIONS (Cxx)** |
| C02 | Employee found to be ineligible for (type) retirement. |
| C03 | Retroactive restoration based on ( ). |
| C04 | Retroactive change to intermediate grade, level or band based on ( ). |

**REMARKS (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| C06 | Retroactive change to former grade, level, or band based on ( ). |
| C07 | Retroactive change to lower grade, level, or band based on ( ). |
| C08 | Also corrects same item(s) on personnel action (code and nature of action) dated (date). |
| C09 | Also corrects (code and nature of action) effective (date), item (number), to add ( ). |
| C10 | Corrects date of separation from (date) to avoid a break in service when employee was appointed by (agency). |
| C11 | Corrects item (number) from ( ). |
| C12 | Also corrects same item(s) on all previous actions from (date) to (date). |
| C13 | Also corrects (code and nature of action) effective (date), item (number), from ( ). |
| C14 | (Explain why the action is cancelled). |
| C15 | This notification of personnel action replaces a previously executed one. |
| C16 | This notification of personnel action prepared by (name of employing office). |
| C17 | Completes item (number) which was omitted. |
| C18 | Corrects item (number) to read: |
| C19 | Corrects salary to give employee benefit of highest previous rate of basic pay. |
| C20 | Action cancelled in accordance with OPM letter (or instructions) dated (date). This SF 50 and the SF 50 being cancelled must be retained permanently in the employee's Official Personnel Folder. |

**REMARKS (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| C21 | Service from (date of appointment) to (date appointment was regularized or cancelled) may be credited for qualifications purposes, and for leave accrual and RIF retention purposes, and for (list other purposes). |
| C27 | Entitled to back pay under 5 U.S.C. 5596. |
| C28 | Active duty begins (date). |
| C30 | Nature of action and code shown on original action are no longer in use. |
| | **EMPLOYMENT CONDITIONS (Exx)** |
| E01 | Appointment is indefinite. |
| E03 | Trial period completed. |
| E04 | Initial probationary period completed. |
| E05 | Date for completion of initial probationary (or trial) period has been adjusted to reflect excess time in nonpay status. New completion date is (date). |
| E06 | Date for completion of probationary (or trial) period has been adjusted to reflect credit for service on intermittent work schedule. Estimated completion date is (date). |
| E07 | You will be in tenure group II until you complete the one-year probationary period that began (date); then you will be changed back to tenure group I. |
| E18 | Appointment is subject to completion of one year initial probationary period beginning (date). |
| E19 | Appointment is subject to completion of one year trial period beginning (date). |
| E21 | You are subject to regulations governing conduct and responsibilities of special government employees. |

**REMARKS (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| E23 | Veteran preference is not applicable to the Senior Executive Service. |
| E24 | Probationary period for SES position is not required. |
| E25 | Subject to satisfactory completion of one year SES probationary period beginning (date). |
| E37 | Satisfactorily completed prescribed training under training agreement. Meets basic qualifications for other positions in this series. |
| E39 | Employee is assigned to a worker-trainee developmental position. |
| E44 | Probationary period for supervisory (or managerial) position not required. |
| E45 | Probationary period for supervisory (or managerial) position completed. |
| E46 | Subject to completion of (enter period) probationary period for assignment to supervisory (or managerial) position beginning (date). |
| E51 | Employee has guaranteed placement rights during probation. |
| E54 | Employee elects to continue appropriate SES provisions under 5 U.S.C. 3392(c). |
| E56 | Qualified for this position only under training agreement. Not eligible for other positions in this series until satisfactorily completes prescribed training. |
| E58 | Appointment is on a provisional basis. You are eligible for retirement coverage and for health benefits and life insurance. If your performance is satisfactory, and you meet all legal, qualifications, and other applicable requirements, you may be converted to a nontemporary appointment before this appointment expires. |

**REMARKS (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| | **SERVICE CREDIT (Gxx)** |
| G11 | Employee paid under 5 U.S.C. chapter 81 from (date) through (date). The entire period shall be credited for all rights and benefits based on length of service. |
| G29 | Intermittent employment totaled (number) hours in work status from (date) to (date). |
| G30 | Intermittent employment totaled (number) hours in pay status from (date) to (date). |
| G31 | Nonpay time not previously recorded in calendar year (year) totaled (number) hours. |
| G33 | Service credit for retirement, reduction-in-force, and leave accrual purposes continues for up to a maximum of 6 months in nonpay status per calendar year. |
| | **POSITION CHANGE ACTIONS (Kxx)** |
| K01 | Qualification requirements modified because of general OPM amendment. |
| K02 | Qualification waived per Reg 351.703. |
| K12 | Selected from (cite the number of the agency's merit promotion certificate or list of eligibles), dated (date). |
| K13 | Removes temporary limitation placed on the last action. |
| K16 | From promotion NTE (date). |
| K17 | Repromotion to grade, level, or band not above that from which downgraded without personal cause and not at employee's request. |
| K18 | Position is at the full performance level or band. |
| K19 | Successor position--employee retained in competitive service. |

**REMARKS (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| K20 | Full Performance level of employee's position is (enter pay plan and grade, level, or band). |
| K23 | Result of change in classification standards. |
| K26 | Result of additional duties and responsibilities. |
| K27 | Result of position review. |
| K38 | Promoted (or reassigned) from (former position and grade, level, or band) effective (date). |
| K43 | Result of failure to satisfactorily complete probationary period for supervisory (or managerial) position. |
| K46 | Detailed to (enter name of State or local government or educational institution) under the Intergovernmental Personnel Act (IPA). |
| K50 | From position change NTE (date). |
| K55 | Based on OPM CEG letter of 9/29/92. (Remark is for use by the Department of the Air Force, Department of the Army, Department of Defense, and Department of the Navy only.) |
| K60 | Action is in lieu of RIF separation of employee retained under temporary exception. |

**REMARKS (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| | **MISCELLANEOUS (Mxx)** |
| M01 | Appointment affidavit executed (date). |
| M02 | You have reemployment rights for two years in (former agency) granted under Reg 352.204 and OPM letter of (date). |
| M04 | Under Public Law 96-8, is entitled to continue FEGLI and health benefits. Has reemployment rights in (agency from which separated) or successor agency upon separation from the Institute, subject to such time period and other conditions as the President may prescribe. |
| M06 | Reason for temporary appointment (state reason). |
| M10 | OPF maintained by (name and address of office). |
| M20 | Action at employee's request. |
| M23 | Continues promotion NTE (date). |
| M24 | Continues position change NTE (date). |
| M26 | Employee was advised of opportunity to file grievance and elected to do so. |
| M27 | Employee was advised of opportunity to file grievance and elected not to do so. |
| M33 | On nonpay status in (agency). |
| M34 | On part-time (or intermittent) appointment in (agency). |
| M36 | Concurrent employment (identify position or agency unit where concurrently employed). |
| M37 | Employee failed to make an election, coverage is FERS by default on (insert determination date) due to Pub. Law 106-265 (FERCCA). |
| M38 | Frozen service: (enter yrs. and mos., e.g., "20 yrs., 5 mos."). |

**REMARKS (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| M39 | Creditable military service: (enter yrs. and mos., e.g., "6 yrs, 7 mos."). |
| M40 | Previous retirement coverage: (enter "never covered" or "previously covered" or "previously covered--refund eligible"). |
| M41 | Employee failed to make an election, coverage is CSRS Offset by default on (insert determination date) due to Pub. Law 106-265 (FERCCA). |
| M42 | Approved by (OPM office or agency official) on (date). |
| M43 | Erroneous CSRS, should have been FERS – Employee elected CSRS Offset on (insert date of election), correction due to Pub. Law 106-265 (FERCCA). |
| M44 | Employee elected coverage under FERS. |
| M45 | Employee is automatically covered under FERS or FERS-RAE. |
| M46 | Employee is covered by FERS because of previous election. |
| M47 | Erroneous CSRS, should have been FERS – Employee elected FERS on (insert date of election), correction due to Pub. Law 106-265 (FERCCA). |
| M48 | Erroneous CSRS Offset, should have been FERS – Employee elected to remain in CSRS Offset on (insert date of election), correction due to Pub. Law 106-265 (FERCCA). |
| M49 | Erroneous CSRS Offset, should have been FERS – Employee elected FERS on (insert date of election), correction due to Pub. Law 106-265 (FERCCA). |
| M50 | Erroneous CSRS, should have been Social Security Only – Employee elected CSRS Offset on (insert date of election), correction due to Pub. Law 106-265 (FERCCA). |
| M51 | Erroneous CSRS, should have been Social Security Only – Employee elected Social Security Only on (insert date of election), correction due to Pub. Law 106-265 (FERCCA). |

**REMARKS (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| M52 | Employee declined conversion to the Senior Executive Service and continues under (enter: type of appointment) with all associated rights and benefits. |
| M53 | Employee to suffer no loss of, or reduction in, pay, leave, credit for time or service, or performance or efficiency rating. |
| M54 | Erroneous CSRS Offset, should have been Social Security Only – Employee elected to remain in CSRS Offset on (insert date of election), correction due to Pub. Law 106-265 (FERCCA). |
| M55 | Erroneous CSRS Offset, should have been Social Security Only – Employee elected Social Security Only on (insert date of election), correction due to Pub. Law 106-265 (FERCCA). |
| M56 | Erroneous FERS, should have been CSRS – Employee elected to remain in FERS on (insert date of election), correction due to Pub. Law 106-265 (FERCCA). |
| M57 | Erroneous FERS, should have been CSRS – Employee elected CSRS on (insert date of election), correction due to Pub. Law 106-265 (FERCCA). |
| M58 | No SES reinstatement rights. |
| M59 | Erroneous FERS, should have been CSRS Offset – Employee elected to remain in FERS on (insert date of election), correction due to Pub. Law 106-265 (FERCCA). |
| M60 | Information on possible 5 U.S.C. chapter 83, subchapter II, case may be obtained from (enter name and address). |
| M61 | Possible 5 U.S.C. chapter 83, subch. II, case. |
| M62 | You have reemployment rights in (agency) under 5 U.S.C. 3582 provided separation is no later than (enter period) after the date of entry on duty in (name of international organization) and you apply to this agency within 90 days from date of your separation. |

**REMARKS (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| M63 | Erroneous FERS, should have been CSRS Offset – Employee elected CSRS Offset on (insert date of election), correction due to Pub. Law 106-265 (FERCCA). |
| M64 | You have employment rights in (agency) for (how long) under (authority). |
| M65 | Erroneous FERS, should have been Social Security Only – Employee elected to remain in FERS on (insert date of election), correction due to Pub. Law 106-265 (FERCCA). |
| M66 | Erroneous FERS, should have been Social Security Only – Employee elected Social Security Only on (insert date of election), correction due to Pub. Law 106-265 (FERCCA). |
| M67 | Forwarding address: |
| M68 | Correction is the result of correction made under Pub. Law 106-265 (FERCCA). |
| M71 | Reason for placement in nonpay status: |
| M72 | Reason for furlough: (state reason). |
| M73 | To be furloughed on (list dates) for total of (number) hours. |
| M74 | Changes data element(s) in block(s) (list SF 50 block number(s)). |
| M76 | Requested, in lieu of annual leave, after declining offer of (position title, series, grade, level, or band, and location). |
| M80 | Variation under CS Rule 5 approved by OPM on (date). |
| M81 | Code S in block 32 indicates a part-time employee who is job sharing. |
| M82 | Code T in block 32 indicates a seasonal employee, with a part-time work schedule, who is job sharing. |

**REMARKS (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| M83 | The 3-year limit on eligibility for reinstatement is extended by the period you serve on excepted, SES, term, or temporary appointment. |
| M85 | You are scheduled to work a minimum of (number) hours per week; additional hours may be scheduled when needed to complete assignments. (Remark is for use by the Bureau of Census (Department of Commerce) only.) |
| M90 | Employee retained, on accrued annual leave NTE (date), past RIF separation date of (date) to establish eligibility for (enter: retirement; health benefits coverage; or retirement and health benefits coverage.) |
| M91 | Employee retained on sick leave past RIF separation date of (date) until (new separation date). |
| M92 | Employee retained past RIF effective date of (date) until (new separation date) to (enter reason). |
| M93 | Employee retained under authority of liquidation provisions prior to completion of liquidation on RIF separation date of (date). |
| M94 | Employee elected deemed FERS coverage under 5 CFR 846.204(b)(2)(i) on (insert date employee made the election). |
| M95 | Employee given deemed FERS election notice on (insert date of notice), and did not respond. Employee is deemed to have elected FERS coverage under 5 CFR 846.204(b)(2)(i). |
| M96 | Employee declined FERS coverage under 5 CFR 846.204(b)(2)(ii) on (insert date employee made the election). |
| M97 | SES member subject to post-employment restrictions under 18 U.S.C. 207(c). |

**REMARKS (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| | **PAY IN ADDITION TO, OR OUTSIDE OF, SALARY (Nxx)** |
| N10 | To (or expected to) be paid under 5 U.S.C. chapter 81. |
| N11 | Employee is entitled to 45 calendar days of continuation of regular pay under 5 U.S.C., Chapter 81, section 8118. |
| N12 | Expected to be paid under 5 U.S.C. chapter 81 following 45 calendar days COP period. |
| N20 | Severance pay to be resumed by (agency responsible for the severance pay fund). |
| N21 | Severance pay to be recomputed by (agency responsible for the severance pay fund). |
| N22 | Entitled to ($ ) severance pay fund to be paid at the rate of ($ ) per week over (number) weeks beginning (date). |
| N23 | Not entitled to severance pay. |
| N24 | Severance pay suspended by (agency paying the severance pay) until termination of this appointment. |
| N25 | Severance pay discontinued. Employee has received (total number) weeks of severance pay. |
| N26 | Lump-sum payment to cover (number) hours ending (date and hour.) |
| N27 | Lump-sum payment to be made for any unused annual leave. |
| N59 | OPF retained by (name and address of office). |
| N61 | Per Reg 531.223(f), the rate received solely during period of Interim WGI may not be used to establish highest previous rate. |

**REMARKS (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| | **PAY RATE (Pxx)** |
| P01 | Previously employed at (pay plan, grade, level, band, rate). |
| P02 | Pay rate fixed to include rate increase due on same date. |
| P03 | Pay rate is subject to upward retroactive adjustment upon verification of prior service. |
| P04 | Pay set using the superior qualifications and special needs pay-setting authority under 5 CFR 531.212. |
| P05 | Special rate under 5 U.S.C. 5305. |
| P06 | Pay rate includes rate changes (e.g., within-grade increases) to which employee would have been entitled had he or she remained continuously in Federal service. |
| P07 | Special rate table ____. |
| P08 | Annual salary to be reduced by the amount of your retirement annuity and by future cost of living increases. |
| P09 | Pay or step adjusted (date) by (authority). |
| P10 | Annuity at present is $ _____ pa. |
| P11 | Basic pay in block 20A is law enforcement officer special base rate, which is higher than normal GS rate. |
| P12 | Eligibility date for within-grade increase adjusted to reflect excess time in nonpay status. New estimated eligibility date is (date). |
| P13 | Effective date adjusted due to excess time in nonpay status of (number) hours. |
| P14 | Work performance is at an acceptable level of competence. |

**REMARKS (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| P15 | Within-grade increase to step (number) denied because your work is not at an acceptable level of competence. You remain at GS (number), step (number). |
| P16 | Met all requirements for WGI to (grade and step) (date); due on (date). |
| P17 | Entitled to retained pay until (date); otherwise, pay would be (pay plan, grade, level or band and step if applicable). |
| P18 | Retained rate period expires (date). Effective (date) pay will be ($_____). |
| P19 | Salary includes WGI for which employee became eligible on (date). |
| P20 | Position and pay reflect the following actions effective during employee's absence: (list actions). |
| P30 | Eligibility date for WGI has been adjusted to reflect credit for service on intermittent work schedule. Estimated eligibility date is (date). |
| P48 | Salary may not be reduced below salary earned immediately prior to SES conversion with any future involuntary action while continuously employed. |
| P54 | Superior qualifications appointment made under 35 CFR 251.42. |
| P55 | Special rate under 35 CFR 251.42. |
| P72 | Salary in block 20 includes supervisory differential of $_____. |
| P73 | Block 20 shows the percent of your rate of adjusted basic pay which is paid to you for the substantial, irregular overtime work you perform which cannot be controlled administratively. |
| P80 | Salary in block 12 includes supervisory differential of $_____. |
| P81 | Salary in block 20 includes AUO of $_____. |
| P82 | Salary in block 12 includes AUO of $_____. |

**REMARKS (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| P90 | You are required to submit to the personnel office a copy of any subsequent notice from OPM of any change in your gross annuity rate. |
| P91 | Within-grade increase denied because your work is not at an acceptable level of competence. Your salary does not change. |
| P92 | Salary includes a locality-based payment of __% (in block 20B). |
| P93 | Special rate exceeds the locality rate of pay; employee receives higher special rate supplement (in block 20B instead of locality payment). |
| P98 | Salary in block 12 includes availability pay of $___. |
| P99 | Salary in block 20 includes availability pay of $___. |
| | **EMPLOYEE REASON FOR RESIGNATION, RETIREMENT, FAILURE TO RELOCATE OR TO ACCEPT REASSIGNMENT (Rxx)** |
| R19 | Reason for resignation: (Enter reason given by employee. When reason is too lengthy to fit into block 45 of the SF 50, it should be summarized.) |
| R20 | Reason for retirement: to obtain retirement benefits. |
| R21 | Reason for retirement: (State reason.) |
| R22 | Employee has elected to receive workers' compensation in lieu of a retirement annuity. |
| R52 | Reason(s) for declination of assignment: (Enter reason(s).) |
| R53 | Reason(s) for declination of relocation: (Enter reason(s).) |
| R55 | Refused job offer because (reasons given by employee). |

**REMARKS (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| | **AGENCY EXPLANATION OF EMPLOYEE'S SEPARATION (Sxx)** |
| S20 | (State the conditions under which the employee abandoned his/her position). |
| S25 | Agency finding: (State the specific, factual reason known to the agency as to why the employee retired.) |
| S28 | Agency finding: Resigned after receiving written notice on (date) of decision to separate for (reasons). |
| S29 | Agency finding: Resigned after receiving written notice on (date) of decision to demote for (reasons). |
| S30 | Agency finding: Resigned after receiving written notice on (date) of decision to suspend for (reasons). |
| S31 | Agency finding: Resigned after receiving written notice on (date) of proposal to separate for (reasons). |
| S32 | Agency finding: Resigned after receiving written notice on (date) of proposal to demote for (reasons). |
| S33 | Agency finding: Resigned after receiving written notice on (date) of proposal to suspend for (reasons). |
| S34 | Agency finding: Retired after receiving written notice on (date) of decision to separate for (reasons). |
| S35 | Agency finding: Retired after receiving written notice on (date) of decision to demote for (reasons). |
| S36 | Agency finding: Retired after receiving written notice on (date) of decision to suspend for (reasons). |
| S37 | Agency finding: Retired after receiving written notice on (date) of proposal to separate for (reasons). |

**REMARKS (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| S38 | Agency finding: Retired after receiving written notice on (date) of proposal to demote for (reasons). |
| S39 | Agency finding: Retired after receiving written notice on (date) of proposal to suspend for (reasons). |
| S40 | Agency finding: Terminated after receiving written notice on (date) of proposal to suspend for (reasons). |
| S41 | Agency finding: Terminated after receiving written notice on (date) of proposal to demote for (reasons). |
| S42 | Agency finding: Terminated after receiving written notice on (date) of proposal to separate for (reasons). |
| S43 | Agency finding: Terminated after receiving written notice on (date) of decision to suspend for (reasons). |
| S44 | Agency finding: Terminated after receiving written notice (date) of decision to demote for (reasons). |
| S45 | Agency finding: Terminated after receiving written notice on (date) of decision to separate for (reasons). |
| S46 | Separated by order of OPM dated (date) for violation of CS (enter proper rule or regulation). |
| S47 | Reason(s) for removal: (State reason(s).) |
| S48 | Reason(s) for termination: (State reason(s).) |
| S49 | Reason for suspension: (State reason). |
| S51 | RIF notice dated: (date). |
| S54 | Offered job(s) of (position title, grade, salary, and geographical location). |

**REMARKS (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| S56 | No reason given by employee for refusing job offer. |
| S57 | Refused extension of appointment. |
| S58 | No other work available. |
| S65 | Resigned during initial appointment probationary period. |
| S66 | Resigned during trial period. |
| S68 | Employee gave no reason for resignation. |
| S69 | Employee gave no reason for retiring. |
| S73 | Separation by order of Merit Systems Protection Board dated (date) for (enter briefly, but specifically, the reasons given by MSPB). |
| S74 | Agency finding: Resigned after receiving notice of proposed position change as result of failure to satisfactorily complete probationary period for supervisory (or managerial) position. |
| S75 | Agency finding: Resigned after receiving notice of decision on position change as result of failure to satisfactorily complete probationary period for supervisory (or managerial) position. |
| S77 | Suspension to be imposed on (list days of the week or specific dates on which suspension will be imposed). |
| S78 | Employee is accompanying a U.S. Government sponsor overseas. |
| S80 | Resigned after receiving notice that within-grade increase would be denied. |
| S81 | Agency Finding: Retired after receiving written notice on (date) of decision to remove from the SES for (reasons). |

**REMARKS (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| S82 | Agency Finding: Resigned after receiving written notice on (date) of proposed placement out of the SES for (reasons). |
| S83 | There is no annuity reduction based on age per 5 U.S.C. 8339(h). |
| S84 | Eligible for an annuity supplement per 5 U.S.C. 8421(a)(2). |
| | **TENURE (Txx)** |
| T05 | Date for conversion to career tenure has been adjusted to reflect credit for service on intermittent work schedule. Estimated conversion date is (date). |
| T06 | Date for conversion to career tenure has been adjusted to reflect excess time in nonpay status. New conversion date is (date). |
| T07 | Completed service requirement for career tenure from (date) to (date). |
| T08 | Service counting towards permanent tenure from (date) to (date). |
| T09 | Service counting towards permanent tenure from (date). |
| T10 | Service counting toward career tenure from (date). |
| T11 | Completed one year of current continuous service. |
| T29 | (Briefly state reason for change in tenure group). |
| T55 | Tenure as used for 5 U.S.C. 3502 is not applicable to the Senior Executive Service. |

**REMARKS (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| | **RETAINED GRADE AND RETAINED PAY (Xxx)** |
| X36 | Grade retention entitlement terminated. No further entitlement to grade or pay retention. |
| X37 | Employee is entitled to retain grade of (pay plan and grade) through (date). |
| X38 | On (date) employee will be entitled to retain grade of (pay plan and grade) through (date) provided the preceding period of grade retention is not terminated earlier. |
| X39 | Employee elected to terminate grade retention entitlement. |
| X40 | Employee is entitled to pay retention. |
| X41 | Employee is now entitled to retained rate. Salary is equal to applicable cap on retained rates – 150% of maximum rate of grade to which assigned or level IV of the Executive Schedule. |
| X42 | Pay retention entitlement terminated. |
| X43 | Expiration of grade retention period as (pay plan and grade). |
| X44 | Employee is entitled to grade retention. |
| X45 | Retained grade will be used to determine employee's pay, retirement and insurance benefits, and promotion and training eligibility. |
| X46 | Action gives employee within-grade increase/quality increase to step (number) of (pay plan and grade), retained grade. |
| X47 | Action denies within-grade increase to step (number) of employee's retained grade. |
| X48 | Declined offer of (position title; pay plan;series; and grade, level or band). |
| X49 | Change to lower grade, level, or band is for personal cause. |

**REMARKS (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| X50 | Failed to comply with priority placement program requirements. |
| X61 | Retained grade will not be used for purposes of reduction-in-force. |
| X62 | Action grants within-grade increase in employee's retained grade of (pay plan and grade). |
| X63 | Action denies within-grade increase in employee's retained grade of (pay plan and grade). |
| X65 | Grade retention entitlement is terminated. |
| X67 | Employee receiving retained rate in excess of maximum adjusted rate of basic pay for employee’s grade; not entitled to locality payment or special rate supplement. |

**RESERVED FOR AGENCIES' INTERNAL USE (Yxx-Zxx)**

Codes with the first character of Y or Z are reserved for agencies' internal use.

## RETAINED GRADE

**Definition:** The grade an employee retains when moving to a position in a covered pay schedule which is lower in grade than the position held immediately prior to a demotion that resulted from a reduction in force, a reclassification, or a management decision as described in 5 CFR 536.103(b).

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration HR Status data feed, Personnel Actions Standard Form 50/52).

**Format:** TEXT_F(2)

**Note:**

Uses GRADE, LEVEL, CLASS, RANK, OR PAY BAND code set.

## RETAINED PAY PLAN

| | |
|---|---|
| **Definition:** | The pay plan an employee retains when moving to a position in a covered pay schedule which is lower in grade than the position held immediately prior to a demotion that resulted from a reduction in force, a reclassification, or a management decision described in 5 CFR 536.103(b). |
| **Responsible Organization:** | Office of Personnel Management, Employee Services. |
| **Applicability:** | Mandatory (Enterprise Human Resources Integration HR Status data feed, Personnel Actions Standard Form 50/52). |
| **Format:** | TEXT_F(2) |

**Note:**

Uses PAY PLAN code set.

## RETAINED STEP

**Definition:** The pay rate step an employee retains when moving to a position in a covered pay schedule which is lower in grade than the position held immediately prior to a demotion that resulted from a reduction in force, a reclassification, or a management decision as described in 5 CFR 536.301(b).

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration HR Status data feed, Personnel Actions Standard Form 50/52).

**Format:** TEXT_F(2)

**Note:**

Uses STEP OR RATE code set.

## RETIREMENT PREVIOUS COVERAGE INDICATOR

**Definition:** Indicates if an employee has, at the time of most recent appointment to the Federal service, previously been covered by the Civil Service Retirement System or the Federal Employees' Retirement System..

**Responsible Organization:** To Be Detemined.

**Applicability:** Mandatory (Enterprise Human Resources Integration HR Dynamics data feed).

**Format:** TEXT_F(1)

**Note:**

Valid values differ fromOPM requirements.

**Code: Name/Explanation:**

| | |
|---|---|
| Y | Yes. Previously covered. Employee has previously been covered by the Civil Service Retirement System (CSRS) or Federal Employees' Retirement System (FERS). An employee would be considered as having previously been covered regardless of whether contributions were made to the CSRS or the FERS, or whether or not they withdrew previously contributed funds. |
| N | No. Never covered. Employee has never been covered by the CSRS or FERS. |

**RETIREMENT PLAN**

| | |
|---|---|
| **Definition:** | The civilian retirement system(s) to which deductions from an employee's pay are credited. |
| **Responsible Organization:** | Office of Personnel Management, Retirement Services. |
| **Applicability:** | Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds, Personnel Actions Standard Form 50/52). |
| **Format**: | TEXT_V(2) |

**RETIREMENT PLAN (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| | SINGLE SYSTEM DEDUCTIONS |
| 0 | Customs and Border Protection (Enhanced CSRS) |
| 1 | Civil Service Retirement System (CSRS) |
| 2 | Social Security System (FICA) |
| 3 | Foreign Service Retirement and Disability System (FSRDS) |
| 4 | None. |
| 5 | Other Retirement System. State government retirement systems for National Guard technicians, the Teachers Insurance Retirement Annuity Plan for professors at the Uniformed Services University of the Health Sciences, the District of Columbia Police and Firemen's Retirement Fund for law enforcement officers of the Park Police and Secret Service, the special withholding rate Civil Service Retirement System for Congressional Record indexers at the Government Printing Office, the special withholding rate Federal Employees' Retirement System for Congressional Record indexers at the Government Printing Office, the Financial Institutions Retirement Fund for employees who worked for the Federal Home Loan Bank Board, and Retained Coverage Under the Non-Appropriated Fund (NAF) Retirement System. |
| 6 | Civil Service Retirement System--Special (CSRS--Special). For law enforcement officers and firefighters. |
| 7 | For foreign national employees exempt from retirement and from Social Security and Medicare tax deductions. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes. |
| 8 | U.S. Court of Appeals for Veterans Claims without election of survivor annuity benefits. Code is for use by the judges of the U.S. Court of Appeals for Veterans Claims only. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes. |

| | |
|---|---|
| 9 | U.S. Court of Appeals for Veterans Claims with election of survivor annuity benefits. Code is for use by the judges of the U.S. Court of Appeals for Veterans Claims only. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes. |
| A | Article III Judges and Justices. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes. |
| B | Bankruptcy Judges and Justices under the Judicial Retirement System. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes. |
| D | Foreign Service Pension System--Law Enforcement (FSPS--Law Enforcement). COMBINATIONS OF FICA AND PARTIAL DEDUCTIONS: Full deductions are withheld for FICA, and partial deductions are withheld for another system. When the employee's basic pay exceeds the maximum FICA wage base and is no longer subject to FICA withholding, full deductions are withheld for CSRS, CSRS--Special, FSRDS, or Other Retirement System. |
| DR | FSPS-Revised Annuity Employees (RAE)--Law Enforcement (LEO) (FSPS-RAE-LEO). COMBINATIONS OF FICA AND PARTIAL DEDUCTIONS: Full deductions are withheld for FICA, and partial deductions are withheld for another system. When the employee's basic pay exceeds the maximum FICA wage base and is no longer subject to FICA withholding, full deductions are withheld for CSRS, CSRS--Special, FSRDS, or Other Retirement System. |
| F | Foreign Service Retirement and Disability System--Law Enforcement (FSRDS--Law Enforcement). |
| H | Foreign Service Retirement and Disability System--Law Enforcement Offset (FSRDS--Law Enforcement Offset). COMBINATIONS OF FICA AND PARTIAL DEDUCTIONS: Full deductions are withheld for FICA, and partial deductions are withheld for another system. When the employee's basic pay exceeds the maximum FICA wage base and is no longer subject to FICA withholding, full deductions are withheld for CSRS, CSRS--Special, FSRDS, or Other Retirement System. |
| S | U.S. Claims Court Judges Retirement System. Code is for use by the judges of the U.S. Claims Court only. Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes. |

| | |
|---|---|
| V | Clerks/Magistrates (CSRS). Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes. |

COMBINATIONS OF FICA AND PARTIAL DEDUCTIONS

Full deductions are withheld for FICA, and partial deductions are withheld for another system. When the employee's basic pay exceeds the maximum FICA wage base and is no longer subject to FICA withholding, full deductions are withheld for CSRS, CSRS--Special, FSRDS, or Other Retirement System.

| | |
|---|---|
| C | FICA and CSRS (Partial) |
| E | FICA and CSRS--Special (Partial). For law enforcement officers and firefighters. |
| G | FICA and FSRDS (Partial) |
| J | FICA and Other Retirement System (Partial) |
| K | Federal Employees' Retirement System (FERS) and FICA |
| KR | Federal Employees' Retirement System (FERS) Revised Annuity Employees (RAE) and FICA |
| L | FERS and FICA--Air Traffic Controllers |
| LR | FERS, Revised Annuity Employees (RAE) and FICA--Air Traffic Controllers (ATC) |
| M | FERS and FICA—Special |
| MR | FERS, Revised Annuity Employees (RAE) and FICA--Special |
| N | FERS and FICA--Reserve Technicians |
| NR | FERS, Revised Annuity Employees (RAE) and FICA--Reserve Technicians (RT) |
| O | FERS and FICA-- Customs and Border Protection Officers |
| OR | FERS, Revised Annuity Employees (RAE) and FICA-- Customs and Border Protection Officers (CBPO) |

| | |
|---|---|
| P | Foreign Service Pension System (FSPS) and FICA |
| PR | FSPS-Revised Annuity Employees (RAE) and FICA. |
| Q | Customs and Border Protection (Enhanced CSRS Offset) |
| U | Bankruptcy Judges (Full FICA/Partial CSRS). Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes. |

COMBINATIONS OF FICA AND FULL DEDUCTIONS

Full deductions are withheld for FICA, and full deductions are withheld for another system.

| | |
|---|---|
| R | FICA and CSRS (Full) |
| T | FICA and CSRS--Special (Full). For law enforcement officers and firefighters. |
| W | FICA and FSRDS (Full) |
| X | FICA and Other Retirement System (Full) |
| Y | Bankruptcy Judges (Full FICA/Full CSRS). Code is not valid for submission to the Central Personnel Data File. Code may be used for other documentation purposes. |

## SECURITY CLEARANCE LEVEL

**Definition:** The degree of access to information and materials.

**Responsible Organization:** Office of Personnel Management, Division for Federal Investigative Services.

**Applicability:** Voluntary.

**Format:** NUMBER_F(1)

| **Code:** | **Name/Explanation:** |
|---|---|
| 0 | Not Required. |
| 1 | Confidential. Executive Order 12958. |
| 2 | Secret. Executive Order 12958. |
| 3 | Top Secret. Executive Order 12958. |
| 4 | Sensitive Compartmented Information. Director of Central Intelligence Directive 1/14. |
| 5 | Q Sensitive. Atomic Energy Act of 1954. |
| 6 | Q Nonsensitive. Atomic Energy Act of 1954. |
| 7 | L. Atomic Energy Act of 1954. |
| 8 | Other. |

## SERVICE COMPUTATION DATE (LEAVE)

| | |
|---|---|
| **Definition:** | An employee's service computation date for leave accrual purposes. |
| **Responsible Organization:** | Office of Personnel Management, Employee Services. |
| **Applicability:** | Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds, Personnel Actions Standard Form 50/52). |
| **Format:** | DATE |

## SERVICE COMPUTATION DATE (REDUCTION IN FORCE)

| | |
|---|---|
| **Definition:** | An employee's service computation date for reduction-in-force purposes. |
| **Responsible Organization:** | Office of Personnel Management, Employee Services. |
| **Applicability:** | Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds). |
| **Format:** | DATE |

## SERVICE COMPUTATION DATE (RETIREMENT)

| | |
|---|---|
| **Definition:** | An employee's service computation date for retirement purposes. |
| **Responsible Organization:** | Office of Personnel Management, Employee Services. |
| **Applicability:** | Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds). |
| **Format:** | DATE |

## SERVICE OBLIGATION END DATE

| | |
|---|---|
| **Definition:** | End date on which employee's service obligation expires. |
| **Responsible Organization:** | Office of Personnel Management, Employee Services. |
| **Applicability:** | Mandatory (Enterprise Human Resources Integration HR Status data feed). |
| **Format:** | DATE |

## SERVICE OBLIGATION TYPE CODE

| | |
|---|---|
| **Definition:** | Reason for employee's service obligation. |
| **Responsible Organization:** | Office of Personnel Management, Employee Services. |
| **Applicability:** | Mandatory (Enterprise Human Resources Integration HR Status data feed). |
| **Format:** | NUMBER_F(2) |

| **Code:** | **Name/Explanation:** |
|---|---|
| 01 | Training received. |
| 02 | Student loan repayment. |
| 03 | Paid move. |
| 04 | Relocation incentive. |
| 05 | Recruitment incentive. |
| 06 | Retention incentive. |

## SES SERVICE COMPUTATION DATE

| | |
|---|---|
| **Definition:** | Senior Executive Service (SES) Service computation date (SCD) of an employee. |
| **Responsible Organization:** | Office of Personnel Management, Employee Services. |
| **Applicability:** | Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds). |
| **Format:** | DATE |

**SEX**

| | |
|---|---|
| **Definition:** | An employee's sex. |
| **Responsible Organization:** | Office of Personnel Management, Planning & Policy Analysis. |
| **Applicability:** | Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds). |
| **Format:** | TEXT_F(1) |

| **Code:** | **Name/Explanation:** |
|---|---|
| F | Female |
| M | Male |

## SOCIAL SECURITY NUMBER

| | |
|---|---|
| **Definition:** | The number assigned to an employee's social security account. |
| **Responsible Organization:** | Social Security Administration. |
| **Applicability:** | Mandatory (Enterprise Human Resources Integration HR Status, HR Dynamics, Payroll, Training, and Military Service Deposit data feeds; Personnel Actions Standard Form 50/52). |
| **Format:** | NUMBER(9) |

## SOCIAL SECURITY NUMBER BEING CORRECTED

| | |
|---|---|
| **Definition:** | The SOCIAL SECURITY NUMBER, previously submitted to the Enterprise Human Resources Integration (EHRI), that is being corrected. |
| **Responsible Organization:** | Social Security Administration. |
| **Applicability:** | Mandatory (Enterprise Human Resources Integration HR Dynamics data feed). |
| **Format:** | NUMBER(9) |

## SPEAKING PROFICIENCY

**Definition:** The assessed proficiency of the individual in speaking a given language.

**Responsible Organization:** Department of Defense, Defense Language Institute.

**Applicability:** Voluntary.

**Format:** NUMBER_F(2)

**Note:**

The following proficiency level descriptions characterize spoken language use. Each of the six "base levels" (coded 00, 10, 20, 30, 40, and 50) implies control of any previous "base level's" functions and accuracy. The "plus level" designation (coded 06, 16, 26, etc.) will be assigned when proficiency substantially exceeds one base skill level and does not fully meet the criteria for the next "base level." The "plus level" descriptions are therefore supplementary to the "base level" descriptions.

A skill level is assigned to a person through an authorized language examination. Examiners assign a level on a variety of performance criteria exemplified in the descriptive statements. Therefore, the examples given here illustrate, but do not exhaustively describe, either the skills a person may possess or situations in which he/she may function effectively.

Statements describing accuracy refer to typical stages in the development of competence in the most commonly taught languages in formal training programs. In other languages, emerging competence parallels these characterizations, but often with different details.

Unless otherwise specified, the term "native speaker" refers to native speakers of a standard dialect.

"Well-educated," in the context of these proficiency descriptions, does not necessarily imply formal higher education. However, in cultures where formal higher education is common, the language-use abilities of persons who have had such education is considered the standard. That is, such a person meets contemporary expectations for the formal, careful style of the language, as well as a range of less formal varieties of the language.

**SPEAKING PROFICIENCY (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 00 | Speaking, No Proficiency. Unable to function in the spoken language. Oral production is limited to occasional isolated words. Has essentially no communicative ability. (Has been abbreviated S-0 in some non-automated applications.) |
| 06 | Speaking, Memorized Proficiency. Able to satisfy immediate needs using rehearsed utterances. Shows little real autonomy of expression, flexibility, or spontaneity. Can ask questions or make statements with reasonable accuracy only with memorized utterances or formulae. Attempts at creating speech are usually unsuccessful.<br><br>Examples: The individual's vocabulary is usually limited to areas of immediate survival needs. Most utterances are telegraphic; that is, functors (linking words, markers, and the like) are omitted, confused, or distorted. The individual can usually differentiate most significant sounds when produced in isolation, but, when combined in words or groups of words, errors may be frequent. Even with repetition, communication is severely limited even with people used to dealing with foreigners. Stress, intonation, tone, etc. are usually quite faulty. (Has been abbreviated S-O+ in some nonautomated applications.) |

**SPEAKING PROFICIENCY (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 10 | Speaking, Elementary Proficiency. Able to satisfy minimum courtesy requirements and maintain very simple face-to-face conversations on familiar topics. A native speaker must often use slowed speech, repetition, paraphrase, or a combination of these to be understood by the individual. Similarly, the native speaker must strain and employ real-world knowledge to understand even simple statements/questions from this individual. This speaker has a functional, but limited proficiency. Misunderstandings are frequent, but the individual is able to ask for help and to verify comprehension of native speech in face-to-face interaction. The individual is unable to produce continuous discourse except with rehearsed material.<br><br>Examples: Structural accuracy is likely to be random or severely limited. Time concepts are vague. Vocabulary is inaccurate, and its range is very narrow. The individual often speaks with great difficulty. By repeating, such speakers can make themselves understood to native speakers who are in regular contact with foreigners, but there is little precision in the information conveyed. Needs, experience, or training may vary greatly from individual to individual, for example, speakers at this level may have encountered quite different vocabulary areas. However, the individual can typically satisfy predictable, simple, personal and accommodation needs; can generally meet courtesy, introduction, and identification requirements; exchange greetings; elicit and provide, for example, predictable and skeletal biographical information. He/she might give information about business hours, explain routine procedures in a limited way, and state in a simple manner what actions will be taken. He/she is able to formulate some questions even in languages with complicated question constructions. Almost every utterance may be characterized by structural errors and errors in basic grammatical relations. Vocabulary is extremely limited and characteristically does not include modifiers. Pronunciation, stress, and intonation are generally poor, often heavily influenced by another language. Use of structure and vocabulary is highly imprecise. (Has been abbreviated S-1 in some nonautomated applications.) |

**SPEAKING PROFICIENCY (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 16 | Speaking, Elementary Proficiency, Plus. Can initiate and maintain predictable face-to-face conversations and satisfy limited social demands. He/she may, however, have little understanding of the social conventions of conversation. The interlocutor is generally required to strain and employ real-world knowledge to understand even some simple speech. The speaker at this level may hesitate and may have to change subjects due to lack of language resources. Range and control of the language are limited. Speech largely consists of a series of short, discrete utterances.<br><br>Examples: The individual is able to satisfy most travel and accommodation needs and a limited range of social demands beyond exchange of skeletal biographic information. Speaking ability may extend beyond immediate survival needs. Accuracy in basic grammatical relations is evident, although not consistent. May exhibit the more common forms of verb tenses, for example, but may make frequent errors in formation and selection. While some structures are established, errors occur in more complex patterns. The individual typically cannot sustain coherent structures in longer utterances or unfamiliar situations. Ability to describe and give precise information is limited. Person, space, and time references are often used incorrectly. Pronunciation is understandable to natives used to dealing with foreigners. Can combine most significant sounds with reasonable comprehensibility, but has difficulty in producing certain sounds in certain positions or in certain combinations. Speech will usually be labored. Frequently, has to repeat utterances to be understood by the general public. (Has been abbreviated S-1+ in some nonautomated applications.) |

**SPEAKING PROFICIENCY (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 20 | Speaking, Limited Working Proficiency. Able to satisfy routine social demands and limited work requirements. Can handle routine work-related interactions that are limited in scope. In more complex and sophisticated work-related tasks, language usage generally disturbs the native speaker. Can handle with confidence, but not with facility, most normal, high-frequency social conversational situations including extensive, but casual conversations about current events, as well as work, family, and autobiographical information. The individual can get the gist of most everyday conversations, but has some difficulty understanding native speakers in situations that require specialized or sophisticated knowledge. The individual's utterances are minimally cohesive. Linguistic structure is usually not very elaborate and not thoroughly controlled; errors are frequent. Vocabulary use is appropriate for high-frequency utterances, but unusual or imprecise elsewhere.<br><br>Examples: While these interactions will vary widely from individual to individual, the individual can typically ask and answer predictable questions in the workplace and give straightforward instructions to subordinates. Additionally, the individual can participate in personal and accommodation-type interactions with elaboration and facility; that is, can give and understand complicated, detailed, and extensive directions and make non-routine changes in travel and accommodation arrangements. Simple structures and basic grammatical relations are typically controlled; however, there are areas of weakness. In the commonly taught languages, these may be simple markings such as plurals, articles, linking words, and negatives or more complex structures such as tense/aspect usage, case morphology, passive constructions, word order, and embedding. (Has been abbreviated S-2 in some nonautomated applications.) |

**SPEAKING PROFICIENCY (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 26 | Speaking, Limited Working Proficiency, Plus. Able to satisfy most work requirements with language usage that is often, but not always, acceptable and effective. The individual shows considerable ability to communicate effectively on topics relating to particular interests and special fields of competence. Often shows a high degree of fluency and ease of speech, yet when under tension or pressure, the ability to use the language effectively may deteriorate. Comprehension of normal native speech is typically nearly complete. The individual may miss cultural and local references and may require a native speaker to adjust to his/her limitations in some ways. Native speakers often perceive the individual's speech to contain awkward or inaccurate phrasing of ideas, mistaken time, space, and person references, or to be in some way inappropriate, if not strictly incorrect.<br><br>Examples: Typically the individual can participate in most social, formal, and informal interactions; but limitations either in range of contexts, types of tasks, or level of accuracy hinder effectiveness. The individual may be ill at ease with the use of the language either in social interaction or in speaking at length in professional contexts. He/she is generally strong in either structural precision or vocabulary, but not in both. Weakness or unevenness in one of the foregoing, or in pronunciation, occasionally results in miscommunication. Normally controls, but cannot always easily produce general vocabulary. Discourse is often incohesive. (Has been abbreviated S-2+ in some nonautomated applications.) |
| 30 | Speaking, General Professional Proficiency. Able to speak the language with sufficient structural accuracy and vocabulary to participate effectively in most formal and informal conversations on practical, social, and professional topics. Nevertheless, the individual's limitations generally restrict the professional contexts of language use to matters of shared knowledge and/or international convention. Discourse is cohesive. The individual uses the language acceptably, but with some noticeable imperfections; yet, errors virtually never interfere with understanding and rarely disturb the native speaker. The individual can effectively combine structure and vocabulary to convey his/her meaning accurately. The individual speaks readily and fills pauses suitably. In face-to-face conversation with natives speaking the standard dialect at a normal rate of speech, comprehension is quite complete. Although cultural references, proverbs, and the implications of nuances and idiom may not be fully understood, the individual can |

**SPEAKING PROFICIENCY (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| | easily repair the conversation. Pronunciation may be obviously foreign. Individual sounds are accurate; but stress, intonation, and pitch control may be faulty.<br><br>Examples: Can typically discuss particular interests and special fields of competence with reasonable ease. Can use the language as part of normal professional duties such as answering objections, clarifying points, justifying decisions, understanding the essence of challenges, stating and defending policy, conducting meetings, delivering briefings, or other extended and elaborate informative monologues. Can reliably elicit information and informed opinion from native speakers. Structural inaccuracy is rarely the major cause of misunderstanding. Use of structural devices is flexible and elaborate. Without searching for words or phrases, the individual uses the language clearly and relatively naturally to elaborate concepts freely and make ideas easily understandable to native speakers. Errors occur in low-frequency and highly complex structures. (Has been abbreviated S-3 in some nonautomated applications.) |
| 36 | Speaking, General Professional Proficiency, Plus. Is often able to use the language to satisfy professional needs in a wide range of sophisticated and demanding tasks.<br><br>Examples: Despite obvious strengths, may exhibit some hesitancy, uncertainty, effort, or errors which limit the range of language-use tasks that can be reliably performed. Typically there is particular strength in fluency and one or more, but not all, of the following: breadth of lexicon, including low-and medium frequency items, especially sociolinguistic/cultural references and nuances of close synonyms; structural precision, with sophisticated features that are readily, accurately, and approximately controlled (such as complex modification and embedding in Indo-European languages); discourse competence in a wide range of contexts and tasks, often matching a native speaker's strategic and organizational abilities and expectations. Occasional patterned errors occur in low-frequency and highly-complex structures. (Has been abbreviated S-3+ in some nonautomated applications.) |

**SPEAKING PROFICIENCY (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 40 | Speaking, Advanced Professional Proficiency. Able to use the language fluently and accurately on all levels normally pertinent to professional needs. The individual's language usage and ability to function are fully successful. Organizes discourse well, using appropriate rhetorical speech devices, native cultural references, and understanding. Language ability only rarely hinders him/her in performing any task requiring language; yet, the individual would seldom be perceived as a native. Speaks effortlessly and smoothly and is able to use the language with a high degree of effectiveness, reliability, and precision of all representational purposes within the range of personal and professional experience and scope of responsibilities. Can serve as an informal interpreter in a range of unpredictable circumstances. Can perform extensive, sophisticated language tasks, encompassing most matters of interest to well-educated native speakers, including tasks which do not bear directly on a professional specialty.<br><br>Examples: Can discuss in detail concepts which are fundamentally different from those of the target culture and make those concepts clear and accessible to the native speaker. Similarly, the individual can understand the details and ramifications of concepts that are culturally or conceptually different from his/her own. Can set the tone of interpersonal official, semi-official, and non-professional verbal exchanges with a representative range of native speakers (in a range of varied audiences, purposes, tasks, and settings). Can play an effective role among native speakers in such contexts as conferences, lectures, and debates on matters of disagreement. Can advocate a position at length, both formally and in chance encounters, using sophisticated verbal strategies. Can understand and reliably produce shifts of both subject matter and tone. Can understand native speakers of the standard and other major dialects in essentially any face-to-face interaction. (Has been abbreviated S-4 in some nonautomated applications.) |
| 46 | Speaking, Advanced Professional Proficiency, Plus. Speaking proficiency is regularly superior in all respects, usually equivalent to that of a well-educated, highly articulate native speaker. Language ability does not impede the performance of any language-use task. However, the individual would not necessarily be perceived as culturally native.<br><br>Examples: The individual organizes discourse well, employing functional rhetorical speech devices, native cultural references and understanding. Effectively applies a native speaker's social and circumstantial knowledge. |

**SPEAKING PROFICIENCY (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| | However, cannot sustain that performance under all circumstances. While the individual has a wide range and control of structure, an occasional non-native slip may occur. The individual has a sophisticated control of vocabulary and phrasing that is rarely imprecise, yet there are occasional weaknesses in idioms, colloquialisms, pronunciation, cultural references or there may be an occasional failure to interact in a totally native manner. (Has been abbreviated S-4+ in some nonautomated applications.) |
| 50 | Speaking, Functionally Native Proficiency. Speaking proficiency is functionally equivalent to that of a highly articulate well-educated native speaker and reflects the cultural standards of the country where the language is natively spoken. The individual uses the language with complete flexibility and intuition, so that speech on all levels is fully accepted by well-educated native speakers in all of its features, including breadth of vocabulary and idiom, colloquialisms, and pertinent cultural references. Pronunciation is typically consistent with that of well-educated native speakers of a non-stigmatized dialect. (Has been abbreviated S-5 in some nonautomated applications.) |

## SPECIAL BASIC PAY SUPPLEMENT

| | |
|---|---|
| **Definition:** | Amount of special basic pay supplement established for a defined subcategory of employees in a pay system or subsystem as a secondary supplement. The special basic pay supplement applies in lieu of any applicable standard basic pay supplement that is a lower amount. The supplement is a regular, fixed payment for nonovertime hours of work that is creditable as basic pay for retirement purposes, excluding any type of premium payment or differential that is triggered for working certain hours of the day or week or for performing certain types of work. Includes GS special rate supplement or equivalent supplement. Express amount using same pay basis as used for basic pay rate. |
| **Responsible Organization:** | Office of Personnel Management, Employee Services. |
| **Applicability:** | Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds). |
| **Format:** | DECIMAL(9,2) |

## SPECIAL PAY TABLE IDENTIFIER

**Definition:** The identification of a special pay table.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration HR Status data feed).

**Format:** TEXT_F(4)

**Note:**

Where applicable, the codes are right justified with leading zeros. For information about the SPECIAL PAY TABLE IDENTIFIER codes, contact the Office of Compensation Administration, Office of Personnel Management.

## SPECIAL POPULATION CODE

| | |
|---|---|
| **Definition:** | Code that describes a position an employee holds which has special retirement calculation rules. |
| **Responsible Organization:** | Office of Personnel Management, Retirement Services. |
| **Applicability:** | Mandatory (Enterprise Human Resources Integration HR Dynamics data feed). |
| **Format:** | TEXT_V(3) |

| **Code:** | **Name/Explanation:** |
|---|---|
| 00 | None |
| 01 | Law Enforcement - Primary / Rigorous Position |
| 01S | Law Enforcement - Secondary Supervisory Position |
| 01A | Law Enforcement - Secondary Administrative Position |
| 02 | Firefighter - Primary / Rigorous Position |
| 02S | Firefighter - Secondary Supervisory Position |
| 02A | Firefighter - Secondary Administrative Position |
| 03 | Nuclear Materials Courier - Primary Position |
| 03S | Nuclear Materials Courier - Secondary Supervisory Position |
| 03A | Nuclear Materials Courier - Secondary Administrative Position |
| 04 | Capitol Police |
| 06 | Congressional Employee |
| 07 | Members of Congress |
| 08 | Military Reserve Technician |
| 09 | Bankruptcy Judge |
| 10 | US Court of Military Appeals Judge |
| 11 | US Magistrates / Hybrid Magistrates |
| 12 | Supreme Court Judge |
| 13 | Air Traffic Controller Tower Time - 5 USC 2109(1)(A)(i) |

**SPECIAL POPULATION CODE (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 13S | Air Traffic Controller Other -<br>5 USC 2109(1)(A)(ii)<br>5 USC 2109(1)(B) |
| 13A | Air Traffic Controller - Second Level Supervisors<br>5 USC 8331(29)(B) and 8401(35)(B) |
| 15 | VA Nurse |
| 16 | Veterans Administration Department of Medicine and Surgery (DM&S) Employee - Title 38 |
| 17 | Customs Officer |
| 18 | Foreign National Employees - International |
| 19 | House Child Care Center Employee |
| 20 | MWAA / Metro Police |
| 22 | Supreme Court Police |
| 23 | Tax Court Judge |
| 24 | Overseas Service |
| 25 | Physician Comparability Allowance (PCA) for Government Physicians |
| 27 | Cooperative Employee (Part Federal/Part State) |
| 28 | Certain Overseas Broadcasting Organizations |
| 29 | Senior Official |
| 30 | Court of Federal Claims Judge |
| 33 | Unit Chairman |
| 34 | Campaign and Congressional Committees |
| 37 | Senate Child Care Center Employee |
| 38 | Transferred to International Organization and Mansfield Fellows |
| 39 | Reciprocal Judge |
| 42 | National Guard Technician |
| 43 | Indian Tribal Organization |

## STANDARD BASIC PAY SUPPLEMENT

| | |
|---|---|
| **Definition:** | Amount of standard basic pay supplement that is designed to be the sole or primary basic pay supplement for employees within a pay system or subsystem. The supplement is a regular, fixed payment for non-overtime hours that is creditable as basic pay for retirement purposes, excluding any type of premium payment or differential that is triggered for working certain hours of the day or week or for performing certain types of work. Includes GS locality pay, title 38 market pay, or similar supplements. Excludes GS special rate supplement and similar secondary supplements. Express amount using same pay basis as used for basic pay rate. |
| **Responsible Organization:** | Office of Personnel Management, Employee Services. |
| **Applicability:** | Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds). |
| **Format:** | DECIMAL(9,2) |

## STEP OR RATE

**Definition:** An indicator of a specific salary within a grade, level, class, rate, or pay band.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds, Personnel Actions Standard Form 50/52).

**Format:** TEXT_F(2) or NUMBER_F(2)

**Note:**

Except for code 00 (not applicable), the step/rate name for a numeric code is the same as that of the code. Thus, step/rate 1 has a code of 01, step/rate 2 has a code of 02, and so forth.

Although most step/rate codes are numeric, some are alphabetic. The step/rate name for an alphabetic code is dependent on the PAY PLAN to which it belongs. Along with code 00, following is a list of the alphabetic codes and the PAY PLAN to which these alphabetic codes belong. The codes are left justified, with any unused positions blank.

**STEP OR RATE (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 00 | Not applicable |
| | AL (ADMINISTRATIVE LAW JUDGES) |
| A | Rate A of grade 3. |
| B | Rate B of grade 3. |
| C | Rate C of grade 3. |
| D | Rate D of grade 3. |
| E | Rate E of grade 3. |
| F | Rate F of grade 3. |

## SUPERVISORY DIFFERENTIAL

| | |
|---|---|
| **Definition:** | The annual total dollar amount paid, over and above BASIC PAY, to a General Schedule supervisor who otherwise would be paid less than one or more of the civilian employees supervised. |
| **Responsible Organization:** | Office of Personnel Management, Employee Services. |
| **Applicability:** | Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds, Personnel Actions Standard Form 50/52). |
| **Format:** | DECIMAL(9,2) |

## SUPERVISORY STATUS

| | |
|---|---|
| **Definition:** | The nature of managerial, supervisory, or non-supervisory responsibility assigned to an employee's position. |
| **Responsible Organization:** | Office of Personnel Management, Employee Services. |
| **Applicability:** | Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds, Personnel Actions Standard Form 50/52). |
| **Format:** | NUMBER_F(1) |

**SUPERVISORY STATUS (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 2 | **Supervisor or Manager**. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide or similar standards of minimum supervisory responsibility specified by position classification standards or other directives of the applicable pay schedule or system. This is also the code most commonly used for Senior Executive Service (SES) positions. |
| 4 | **Supervisor (CSRA)**. Position meets the definition of Supervisor in 5 U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the General Schedule Supervisory Guide. This code does not apply to Senior Executive Service (SES) positions. |
| 5 | **Management Official (CSRA)**. Position meets the definition of Management Official in 5 U.S.C. 7103(a)(11), but does not meet the General Schedule Supervisory Guide definition of Supervisor/Manager or the definition of Supervisor in 5 U.S.C. 7103(a)(10). This code does not apply to Senior Executive Service (SES) positions. |
| 6 | **Leader**. Position is titled with the prefix "Lead" and meets the minimum requirements for application of the Work Leader Grade Evaluation Guide; or meets similar minimum requirements for leader responsibilities specified by the job standards or other directives of the applicable pay schedule or system. Position is under a wage system or leads a team performing one-grade interval work. |
| 7 | **Team Leader**. Position is titled with the prefix "Lead" and meets the minimum requirements for application of the General Schedule Team Leader Grade-Evaluation Guide; position leads a team of General Schedule employees performing two-grade interval work. |
| 8 | **All Other Positions**. Position does not meet the above definition of Supervisor or Manager, Supervisor (CSRA), Management Official (CSRA), Leader, or Team Leader. This code also would be used for those few Senior Executive Service (SES) positions that do not include supervisory or managerial responsibilities. |

**TENURE**

| | |
|---|---|
| **Definition:** | For purposes of reduction in force, the retention group in which an employee is placed based on the employee's type of appointment. |
| **Responsible Organization:** | Office of Personnel Management, Employee Services. |
| **Applicability:** | Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds, Personnel Actions Standard Form 50/52). |
| **Format:** | NUMBER_F(1) |

**TENURE (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 0 | No tenure group. Employee is in none of the tenure groups established for reduction-in-force purposes. |
| 1 | Tenure group 1.<br><br>Competitive service--Tenure group 1 includes employees serving under career appointments who either have completed initial appointment probation or are not required to serve initial appointment probation.<br><br>Excepted service--Tenure group 1 includes permanent employees whose appointments carry no restriction or condition such as conditional, indefinite, specific time limitation, or trial period. |
| 2 | Tenure group 2.<br><br>Competitive service--Tenure group 2 includes employees serving under career-conditional appointments, and under career appointments who are serving initial appointment probation.<br><br>Excepted service--Tenure group 2 includes employees who are serving trial periods, or whose tenure is equivalent to career-conditional tenure in the competitive service in agencies that have that type of appointment (for example, excepted appointment-conditional). |
| 3 | Tenure group 3.<br><br>Competitive service--Tenure group 3 includes indefinite employees, employees under temporary appointments pending establishment of registers, employees under term appointments, employees in status quo, and employees under any other non-status non-temporary appointments.<br><br>Excepted service--Tenure group 3 includes employees whose tenure is indefinite; that is, without specific time limitation but not actually or potentially permanent, or with a specific time limitation of more than one year; also, employees who, though currently under appointments limited to one year or less, complete one year of current continuous employment. |

## TOTAL SALARY

| | |
|---|---|
| **Definition:** | The sum of ADJUSTED BASIC PAY plus any administratively uncontrollable overtime (AUO) pay, availability pay, or SUPERVISORY DIFFERENTIAL after taking into account all pay caps that may be applicable. (Note that, Total Salary is a system generated data element that does not include administratively uncontrollable overtime (AUO) pay or availability pay.) |
| **Responsible Organization:** | Office of Personnel Management, Employee Services. |
| **Applicability:** | Mandatory (Personnel Actions Standard Form 50/52). |
| **Format:** | NUMBER_F(6) |

## TOTAL SALARY RATE

| | |
|---|---|
| **Definition:** | Sum of all fixed pay amounts paid on a regular and recurring basis (i.e., each pay period), subject to applicable pay caps. This includes adjusted basic pay (sum of basic pay + any applicable basic pay supplement) and any fixed-amount allowances and differentials that are paid on a regular and recurring basis (e.g., post differentials and cost-of-living allowances). Also includes standby duty premium pay, administratively uncontrollable overtime pay, law enforcement availability pay, and regular overtime pay for firefighters paid under 5 U.S.C. 5545b. Express amount using same pay basis as used for basic pay rate. NOTE: Total Salary Rate is not limited to retirement-creditable basic pay. |
| **Responsible Organization:** | Office of Personnel Management, Employee Services. |
| **Applicability:** | Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds). |
| **Format:** | DECIMAL(9,2) |

## TYPE OF APPOINTMENT

**Definition:** The type of appointment under which an employee is serving.

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Voluntary (Enterprise Human Resources Integration HR Status data feed).

**Format:** NUMBER_F(2)

| Code: | Name/Explanation: |
|---|---|
| 10 | Career (Competitive Service Permanent). |
| 15 | Career-Conditional (Competitive Service Permanent). |
| 20 | Nonpermanent (Competitive Service Nonpermanent). |
| 30 | Schedule A (Excepted Service Permanent). |
| 32 | Schedule B (Excepted Service Permanent) |
| 35 | Schedule D.(Expepted Service Permanent) |
| 36 | Executive (Excepted Service Permanent). |
| 38 | Other (Excepted Service Permanent). |
| 40 | Schedule A (Excepted Service Nonpermanent). |
| 42 | Schedule B (Excepted Service Nonpermanent). |
| 44 | Schedule C (Excepted Service Nonpermanent). |
| 45 | Schedule D (Excepted Service Nonpermanent). |
| 46 | Executive (Excepted Service Nonpermanent). |
| 48 | Other (Excepted Service Nonpermanent). |
| 50 | Career (Senior Executive Service Permanent). |
| 55 | Noncareer (Senior Executive Service Permanent). |
| 60 | Limited Term (Senior Executive Service Nonpermanent). |
| 65 | Limited Emergency (Senior Executive Service Nonpermanent). |

## U.S. CITIZENSHIP

| | |
|---|---|
| **Definition:** | The indicator of whether an employee is a U.S. citizen. |
| **Responsible Organization:** | Office of Personnel Management, Employee Services. |
| **Applicability:** | Mandatory (Enterprise Human Resources Integration HR Status data feed, Personnel Actions Standard Form 50/52). |
| **Format:** | NUMBER_F(1) |

| **Code:** | **Name/Explanation:** |
|---|---|
| 1 | U.S. citizen. A citizen of the United States, by birth or naturalization. (Includes U.S. Nationals. A U.S. National, though not a citizen of the United States, owes permanent allegiance to the United States. Limited to natives of American Samoa and Swains Island.) |
| 8 | Other. |

## VETERANS PREFERENCE

| | |
|---|---|
| **Definition:** | An employee's category of entitlement to preference at time of appointment in the Federal service based on active military service that terminated honorably. |
| **Responsible Organization:** | Office of Personnel Management, Employee Services. |
| **Applicability:** | Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds, Personnel Actions Standard Form 50/52). |
| **Format:** | NUMBER_F(1) |

| **Code:** | **Name/Explanation:** |
|---|---|
| 1 | None. Person is not entitled to veterans preference. |
| 2 | 5-point. Veteran is entitled to 5-point preference. |
| 3 | 10-point/disability. Veteran is entitled to 10-point preference due to a service-connected disability (includes recipient of the Purple Heart who is not rated as having a compensable disability of 10 percent or more). |
| 4 | 10-point/compensable. Veteran is entitled to 10-point preference due to a compensable service-connected disability of less than 30 percent. |
| 5 | 10-point/other. Persons entitled to 10-point preference in this category: (1) Both the spouse and mother of veterans occupationally disabled because of a service-connected disability; and (2) the widow/widower and mother of a deceased wartime veteran. |
| 6 | 10-point/compensable/30 percent. Veteran is entitled to 10-point preference due to a compensable service-connected disability of 30 percent or more. |

## VETERANS PREFERENCE FOR RIF INDICATOR

| | |
|---|---|
| **Definition:** | Indicates whether employee has preference for reduction in force purpose. |
| **Responsible Organization:** | Office of Personnel Management, Employee Services. |
| **Applicability:** | Mandatory (Enterprise Human Resources Integration HR Dynamics data feed). |
| **Format:** | TEXT_V(2) |

| **Code:** | **Name/Explanation:** |
|---|---|
| Y | Yes. |
| N | No. |
| NA | Non Applicable. |

## VETERANS STATUS (ACTIVE MILITARY SERVICE)

**Definition:** The indicator of whether an employee is a veteran as defined by 38 U.S.C. 101 (i.e., a person who served in the active uniformed military service of the United States and who was discharged or released from service under conditions other than dishonorable).

**Responsible Organization:** Office of Personnel Management, Employee Services.

**Applicability:** Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds, Personnel Actions Standard Form 50/52).

**Format:** TEXT_F(1)

**Note:**

Individuals can be coded as veterans under this data element even though they may not qualify for Veterans Preference under 5 U.S.C. 2108 (see VETERANS PREFERENCE data element).

**VETERANS STATUS (ACTIVE MILITARY SERVICE) (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| N | Not a Vietnam-era veteran. Employee may or may not be a veteran, but is not a veteran of the Vietnam era (i.e., employee did not serve during the period August 5, 1964, through May 7, 1975). Use only for an employee whose accession to the agency's rolls was prior to October 1, 1991, and whose veteran's status has not been reevaluated since October 1, 1991 (when the Vietnam Era Veteran data standard was changed to the Veterans Status (Active Military Service) data standard). |
| V | Vietnam-era veteran. A veteran who served any time during the Vietnam era (i.e., from August 5, 1964, through May 7, 1975). |
| B | Pre-Vietnam-era veteran. A veteran whose service ended before the Vietnam era (i.e., before August 5, 1964). |
| P | Post-Vietnam-era veteran. A veteran whose service began after the Vietnam era (i.e., after May 7, 1975). |
| X | Not a veteran. |

## WORK SCHEDULE

| | |
|---|---|
| **Definition:** | The time basis on which an employee is scheduled to work. |
| **Responsible Organization:** | Office of Personnel Management, Employee Services. |
| **Applicability:** | Mandatory (Enterprise Human Resources Integration HR Status, and HR Dynamics data feeds, Personnel Actions Standard Form 50/52). |
| **Format:** | TEXT_F(1) |

**WORK SCHEDULE (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| B | **Baylor Plan**. A schedule that requires employee to work two regularly scheduled 12-hour tours of duty between midnight Friday and midnight Sunday to fulfill the 40-hour work week requirement. |
| F | **Full-time**. A schedule that usually requires an employee to work 40 hours as prescribed by the administrative work week for that particular employment group or class. |
| G | **Full-time seasonal**. A schedule that requires an employee to work full-time for less than 12 months each year on an annually recurring basis. |
| I | **Intermittent**. A schedule that requires an employee to work an irregular number of hours or days for which there is no prearranged scheduled tour of duty. |
| J | **Intermittent seasonal**. A schedule that requires an employee to work less than 12 months a year on an annually recurring basis, and that requires an employee to work an irregular number of hours or days for which there is no prearranged scheduled tour of duty. |
| P | **Part-time**. A schedule that requires an employee to work less than full-time, but for a specific number of hours (usually 16-32 per administrative work week) on a prearranged scheduled tour of duty. |
| Q | **Part-time seasonal**. A schedule that requires an employee to work part-time for less than 12 months each year on an annually recurring basis. |
| S | **Part-time job sharer**. A schedule that requires an employee who is job sharing to work less than full-time, but for a specific number of hours (usually 16-32 per administrative work week) on a prearranged scheduled tour of duty. |
| T | **Part-time seasonal job sharer**. A schedule that requires an employee who is job sharing to work part-time for less than 12 months each year on an annually recurring basis. |

## WRITING PROFICIENCY

**Definition:** The assessed proficiency of the individual in writing a given language.

**Responsible Organization:** Department of Defense, Defense Language Institute.

**Applicability:** Voluntary.

**Format:** NUMBER_F(2)

**Note:**

The following proficiency level descriptions characterize written language use. Each of the six "base levels" (coded 00, 10, 20, 30, 40, and 50) implies control of any previous "base level's" functions and accuracy. The "plus level" designation (coded 06, 16, 26, etc.) will be assigned when proficiency substantially exceeds one base skill level and does not fully meet the criteria for the next "base level." The "plus level" descriptions are therefore supplementary to the "base level" descriptions.

A skill level is assigned to a person through an authorized language examination. Examiners assign a level on a variety of performance criteria exemplified in the descriptive statements. Therefore, the examples given here illustrate, but do not exhaustively describe, either the skills a person may possess or situations in which he/she may function effectively.

Statements describing accuracy refer to typical stages in the development of competence in the most commonly taught languages in formal training programs. In other languages, emerging competence parallels these characterizations, but often with different details.

Unless otherwise specified, the term "native writer" refers to native writers of a standard dialect.

"Well-educated," in the context of these proficiency descriptions, does not necessarily imply formal higher education. However, in cultures where formal higher education is common, the language-use abilities of persons who have had such education is considered the standard. That is, such a person meets contemporary expectations for the formal, careful style of the language, as well as range of less formal varieties of the language.

**WRITING PROFICIENCY (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 00 | Writing, No Proficiency. No functional writing ability. (Has been abbreviated W-O in some nonautomated applications.) |
| 06 | Writing, Memorized Proficiency. Writes using memorized material and set expressions. Can produce symbols in an alphabetic or syllabic writing system or 50 of the most common characters. Can write numbers and dates, own name, nationality, address, etc., such as on a hotel registration form. Otherwise, ability to write is limited to simple lists of common items such as a few short sentences. Spelling and even representation of symbols (letters, syllables, characters) may be incorrect. (Has been abbreviated W-O+ in some nonautomated applications.) |
| 10 | Writing, Elementary Proficiency. Has sufficient control of the writing system to meet limited practical needs. Can create by writing statements and questions on topics very familiar to him/her within the scope of his/her very limited language experience. Writing vocabulary is inadequate to express anything but elementary needs; writes in simple sentences making continual errors in spelling, grammar and punctuation but writing can be read and understood by a native reader used to dealing with foreigners attempting to write his/her language. Writing tends to be a loose collection of sentences (or fragments) on a given topic and provides little evidence of conscious organization. While topics which are "very familiar" and elementary needs vary considerably from individual to individual, any person at this level should be able to write simple phone messages, excuses, and notes to friends. (800-1000 characters controlled.) (Has been abbreviated W-1 in some nonautomated applications.) |

**WRITING PROFICIENCY (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 16 | Writing, Elementary Proficiency, Plus. Sufficient control of writing system to meet most survival needs and limited social demands. Can create sentences and short paragraphs related to most survival needs (food, lodging, transportation, immediate surroundings and situations) and limited social demands. Can express fairly accurate present and future time. Can produce some past verb forms but not always accurately or with correct usage. Can relate personal history, discuss topics such as daily life, preferences and very familiar material. Shows good control of elementary vocabulary and some control of basic syntactic patterns but major errors still occur when expressing more complex thoughts. Dictionary usage may still yield incorrect vocabulary or forms, although the individual can use a dictionary to advantage to express simple ideas. Generally, cannot use basic cohesive elements of discourse to advantage (such as relative constructions, object pronouns, connectors, etc.). Can take notes in some detail on familiar topics, and respond to personal questions using elementary vocabulary and common structures. Can write simple letters, summaries of biographical data and work experience with fair accuracy. Writing, though faulty, is comprehensible to native readers used to dealing with foreigners. (Has been abbreviated W-1+ in some nonautomated applications.) |
| 20 | Writing, Limited Working Proficiency. Able to write routine social correspondence and prepare documentary materials required for most limited work requirements. Has writing vocabulary sufficient to express himself/herself simply with some circumlocutions. Can write simply about a very limited number of current events or daily situations. Still makes common errors in spelling and punctuation but shows some control of the most common formats and punctuation conventions. Good control of morphology of language (in inflected languages) and of the most frequently used syntactic structures. Elementary constructions are usually handled quite accurately and writing is understandable to a native reader not used to reading the writing of foreigners. Uses a limited number of cohesive devices. (Has been abbreviated W-2 in some nonautomated applications. |

**WRITING PROFICIENCY (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 26 | Writing, Limited Working Proficiency, Plus. Shows ability to write with some precision and in some detail about most common topics. Can write about concrete topics relating to particular interests and special fields of competence. Often shows surprising fluency and ease of expression but under time constraints and pressure language may be inaccurate and/or incomprehensible. Generally, strong in either grammar or vocabulary but not in both. Weaknesses or unevenness in one of the foregoing or in spelling result in occasional miscommunication. Areas of weakness range from simple constructions such as plurals, articles, prepositions and negatives to more complex structures such as tense usage, passive constructions, word order and relative clauses. Normally controls general vocabulary with some misuse of everyday vocabulary evident. Shows a limited ability to use circumlocutions. Uses dictionary to advantage to supply unknown words. Can take fairly accurate notes on material presented orally and handle with fair accuracy most social correspondence. Writing is understandable to native readers not used to dealing with foreigners' attempts to write the language, though style is still obviously foreign. (Has been abbreviated W-2+ in some nonautomated applications.) |
| 30 | Writing, General Professional Proficiency. Able to use the language effectively in most formal and informal written exchanges on practical, social and professional topics. Can write reports, summaries, short library research papers on current events, on particular areas of interest, or on special fields with reasonable ease. Control of structure, spelling and general vocabulary is adequate to convey his/her message accurately but style may be obviously foreign. Errors virtually never interfere with comprehension and rarely disturb the native reader. Punctuation generally controlled. Employs a full range of structures. Control of grammar good with only sporadic errors in basic structures, occasional errors in the most complex frequent structures and somewhat more frequent errors in low frequency complex structures. Consistent control of compound and complex sentences. Relationship of ideas is consistently clear. (Has been abbreviated W-3 in some nonautomated applications.) |

**WRITING PROFICIENCY (Continued)**

| **Code:** | **Name/Explanation:** |
|---|---|
| 36 | Writing, General Professional Proficiency, Plus. Able to write the language in a few prose styles pertinent to professional/educational needs. Not always able to tailor language to suit audience. Weaknesses may lie in poor control of low frequency complex structures, vocabulary or the ability to express subtleties and nuances. May be able to write on some topics pertinent to professional/educational needs. Organization may suffer due to lack of variety in organizational patterns or in variety of cohesive devices. (Has been abbreviated W-3+ in some nonautomated applications.) |
| 40 | Writing, Advanced Professional Proficiency. Able to write the language precisely and accurately in a variety of prose styles pertinent to professional/educational needs. Errors of grammar are rare including those in low frequency complex structures. Consistently able to tailor language to suit audience and able to express subtleties and nuances. Expository prose is clearly, consistently and explicitly organized. The writer employs a variety of organizational patterns, uses a wide variety of cohesive devices such as ellipses and parallelisms, and subordinates in a variety of ways. Able to write on all topics normally pertinent to professional/educational needs and on social issues of a general nature. Writing adequate to express all his/her experiences. (Has been abbreviated W-4 in some nonautomated applications.) |
| 46 | Writing, Advanced Professional Proficiency, Plus. Able to write the language precisely and accurately in a wide variety of prose styles pertinent to professional/educational needs. May have some ability to edit, but not in the full range of styles. Has some flexibility within a style and shows some evidence of a use of stylistic devices. (Has been abbreviated W-4+ in some nonautomated applications.) |
| 50 | Writing, Functionally Native Proficiency. Has writing proficiency equal to that of a well-educated native. Without non-native errors of structure, spelling, style or vocabulary, can write and edit both formal and informal correspondence, official reports and documents, and professional/educational articles including writing for special purposes which might include legal, technical, educational, literary and colloquial writing. In addition, to being clear, explicit and informative, the writing and the ideas are also imaginative. The writer employs a very wide range of stylistic devices. (Has been abbreviated W-5 in some nonautomated applications.) |

## YEAR DEGREE OR CERTIFICATE ATTAINED

**Definition:** The calendar year during which the employee received the degree or certificate shown for EDUCATION LEVEL.

**Responsible Organization:** Office of Personnel Management, Department of Education, National Center for Education Statistics, Office of the Chief Information Officer, Records Management.

**Applicability:** Mandatory (Central Personnel Data File, Personnel Actions Standard Form 50/52).

**Format:** NUMBER_F(4) (Central Personnel Data File)
NUMBER_F(2) (Personnel Actions)

**Note:**

This data element is only applicable with an EDUCATION LEVEL code of 06, 10, 13, or higher. Otherwise, the positions should be blank.

# APPENDIX

INCORPORATED CHANGES 525
UNINCORPORATED CHANGES 531

## INCORPORATED CHANGES

**CHANGE NO. CODE DATE (yyyymmdd) EXPLANATION**

**PAY RATE DETERMINANT**

**Changes**

11/- 20130115

From: 3 Retained Pay--Special Rate Adjustment. Employee is receiving retained pay due to: (1) a downward adjustment of a special rate range that left the employee with a pay rate higher than the highest pay rate in the new special rate range; or (2) abolishment of a special rate range that left the employee with a pay rate in excess of the top rate of the grade. References: 5 U.S.C. 5363(a)(2) and 5 CFR 536.301(a)(3).

To: 3 Retained Pay--Special Rate Adjustment. Employee is receiving retained pay due to: (1) a downward adjustment of a special rate range that left the employee with a pay rate higher than the highest pay rate in the new special rate range; (2) abolishment of a special rate range that left the employee with a pay rate in excess of the top rate of the grade; or (3) a management action that places an employee in a non-special rate position. References: 5 U.S.C. 5363(a)(2) and 5 CFR 536.301(a)(3) and 536.301(a)(6).

From: J Retained Pay--Same Position. Employee is receiving a retained rate of pay under 5 U.S.C. 5363(a)(1) or (3), 5 CFR 536.301 (except section 536.301(a)(8)), or 5 CFR 536.302, and continues to occupy the same position held before the reduction in grade or other action that otherwise would have resulted in a reduction in basic pay. (Note: The employee's pay rate may have been reduced to 150 percent of the maximum rate of basic pay payable for the present grade of the position.)

To; J Retained Pay--Same Position. Employee is receiving a retained rate of pay under 5 U.S.C. 5363(a)(1) or (3), 5 CFR 536.301 (except a retained rate resulting from a reduction or elimination of special rates under section 536.301(a)(3) or (a)(6), which is covered by PRD code 3), or 5 CFR 536.302, and continues to occupy the same position held before the reduction in grade or other action that otherwise would have resulted in a reduction in basic pay. (Note: The employee's pay rate may have been reduced to 150 percent of the maximum rate of basic pay payable for the present grade of the position.)

## INCORPORATED CHANGES

| CHANGE NO. | CODE | DATE (yyyymmdd) | EXPLANATION |
|---|---|---|---|

**PAY RATE DETERMINANT**

**Changes (Cont'd)**

From: K Retained Pay--Different Position. Employee is receiving a retained rate of pay under 5 U.S.C. 5363(a)(1) or (3), 5 CFR 536.301 (except section 536.301(a)(8)), or 5 CFR 536.302, but is currently occupying a different position than that held before the reduction in grade or other action that otherwise would have resulted in a reduction in basic pay. (Note: The employee's pay rate may have been reduced to 150 percent of the maximum rate of basic pay payable for the grade of the position now occupied.)

To: K Retained Pay--Different Position. Employee is receiving a retained rate of pay under 5 U.S.C. 5363(a)(1) or (3), 5 CFR 536.301 (except a retained rate resulting from a reduction or elimination of special rates under section 536.301(a)(3) or (a)(6), which is covered by PRD code 3), or 5 CFR 536.302, but is currently occupying a different position than that held before the reduction in grade or other action that otherwise would have resulted in a reduction in basic pay. (Note: The employee's pay rate may have been reduced to 150 percent of the maximum rate of basic pay payable for the grade of the position now occupied.)

**REMARKS**

**Changes**

| | | |
|---|---|---|
| 11/- | 20130101 | The following remark code definition has changed. |

From: M45 Employee is automatically covered under FERS.

To: M45 Employee is automatically covered under FERS or FERS-RAE.

## INCORPORATED CHANGES

| CHANGE NO. | CODE | DATE (yyyymmdd) | EXPLANATION |
|---|---|---|---|

**SUPERVISORY STATUS**

**Changes**

| | | |
|---|---|---|
| 11/- | 20130101 | The following supervisory status codes have changed. |

From: 2 **Supervisor or Manager**. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide or similar standards of minimum supervisory responsibility specified by position classification standards or other directives of the applicable pay schedule or system.

To: 2 **Supervisor or Manager**. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide or similar standards of minimum supervisory responsibility specified by position classification standards or other directives of the applicable pay schedule or system. This is also the code most commonly used for Senior Executive Service (SES) positions.

From: 4 **Supervisor (CSRA)**. Position meets the definition of Supervisor in 5 U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the General Schedule Supervisory Guide.

To: 4 **Supervisor (CSRA)**. Position meets the definition of Supervisor in 5 U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the General Schedule Supervisory Guide. This code does not apply to Senior Executive Service (SES) positions.

From: 5 **Management Official (CSRA)**. Position meets the definition of Management Official in 5 U.S.C. 7103(a)(11), but does not meet the General Schedule Supervisory Guide definition of Supervisor/Manager or the definition of Supervisor in 5 U.S.C. 7103(a)(10).

## INCORPORATED CHANGES

**CHANGE NO. CODE DATE (yyyymmdd) EXPLANATION**

**SUPERVISORY STATUS**

**Changes (Cont'd)**

To: 5 **Management Official (CSRA)**. Position meets the definition of Management Official in 5 U.S.C. 7103(a)(11), but does not meet the General Schedule Supervisory Guide definition of Supervisor/Manager or the definition of Supervisor in 5 U.S.C. 7103(a)(10). This code does not apply to Senior Executive Service (SES) positions.

From: 8 **All Other Positions**. Position does not meet the above definition of Supervisor or Manager, Supervisor (CSRA), Management Official (CSRA), Leader, or Team Leader.

To: 8 **All Other Positions**. Position does not meet the above definition of Supervisor or Manager, Supervisor (CSRA), Management Official (CSRA), Leader, or Team Leader. This code also would be used for those few Senior Executive Service (SES) positions that do not include supervisory or managerial responsibilities.

## INCORPORATED CHANGES

| CHANGE NO. | CODE | DATE (yyyymmdd) | EXPLANATION |
|---|---|---|---|
| **CURRENT APPOINTING AUTHORITY** | | | |
| **Terminations** | | | |
| 11/- | | 20130106 | The following are no longer valid for use as current appointing authorities effective January 6, 2013. |
| | Y1K | | Sch B. 213.3202(a)-HS; |
| | Y2K | | Sch B. 213.3202(a)-Voc/Tech; |
| | Y3K | | Sch B. 213.3202(a)-Assoc |
| | Y4K | | Sch B. 213.3202(a)-BA/BS |
| | Y5K | | Sch B. 213.3202(a)-Grad/Prof |
| | YBM | | Sch B, 213.3202(b)-HS |
| | YGM | | Sch B, 213.3202(b)-Voc/Tech |
| | Y3M | | Sch B, 213.3202(b)-Assoc |
| | Y1M | | Sch B, 213.3202(b)-BA/BS |
| | Y2M | | Sch B, 213.3202(b)-Grad/Prof |
| | X7M | | E.O. 13318 |
| | X9M | | Sch A, 213.3102(ii) |
| | ZJM | | E.O. 12015 |

## INCORPORATED CHANGES

| CHANGE NO. | CODE | DATE (yyyymmdd) | EXPLANATION |
|---|---|---|---|
| **LEGAL AUTHORITY** | | | |
| **Terminations** | | | |
| 11/- | | 20130106 | The following legal authorites are terminated effective January 6, 2013. |
| | LAR | | Reg. 362.110, Fellow. Conv to Career/CC from PMF appt. |
| | LAS | | Reg. 362.110, SEEP/SCEP. Conv to Career/CC from SCEP appt. |
| | LAT | | Reg. 362.110 – Term. Conv from term appt |
| | MAG | | Reg. 362-110, Term appt after SCEP. |
| | YEF | | Sch D, 213.3402(a) – SCEP. SCEP conv to Intern. |
| | YEG | | Sch D, 213.3402(a) – STEP. STEP conv to Intern. |
| | YEH | | Sch D, 213.3402(c). – PMF. PMF. PMF conv to Pathway PMF |
| **REMARKS** | | | |
| **Terminations** | | | |
| 11/- | | 20130106 | The following remarks are terminated effective January 6, 2013. |
| | A40 | Employee is a PMF from class 2009, 2010, 2011, or 2012 eligible for conversion under the provisions of E.O. 13562 and 5 CFR 362.110. | |
| | A41 | Incumbent is a SCEP employee eligible for conversion under the provisions of E.O. 13562 and 5 CFR 362.110 | |

## UNINCORPORATED CHANGES

(Changes for the next Update to the Guide.)

| CHANGE NO. | CODE | DATE (yyyymmdd) | EXPLANATION |
|---|---|---|---|